

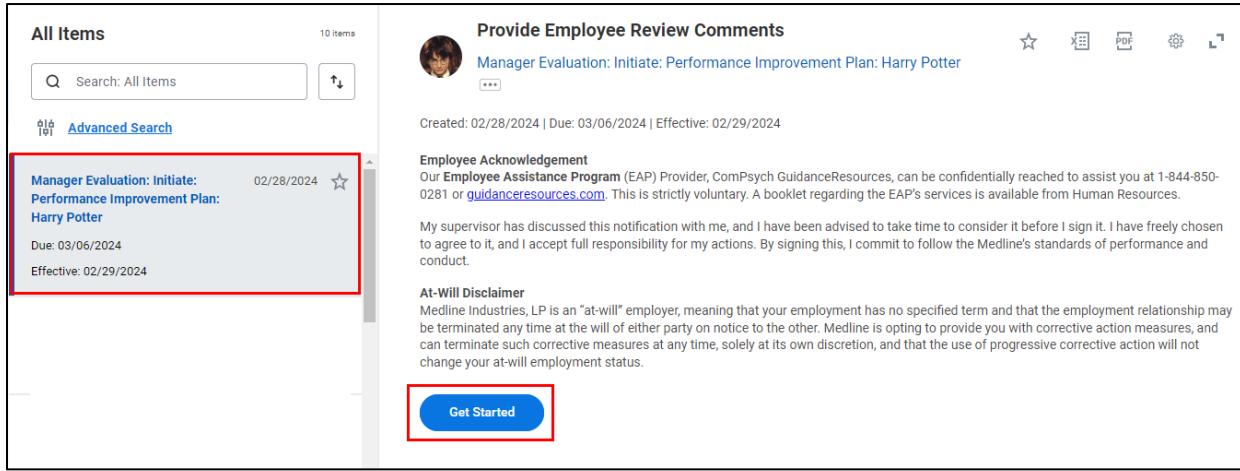
# Performance Improvement Plans (PIPs)

## Employees

### Acknowledging a Performance Improvement Plan (PIP)

An employee undergoing a PIP will be required to acknowledge the PIP in Workday both when it is first initiated and when the PIP reaches its defined completion date.

- Upon a conversation with your Manager informing you that you have been placed on a Performance Improvement Plan, you will receive a task in your Workday **My Tasks Inbox**, where you will acknowledge the conversation. Select the task titled **Manager Evaluation: Initiate: Performance Improvement Plan**, then click **Get Started** on the right-hand side of the page.



The screenshot shows the Workday interface with the following details:

- Left Panel (My Tasks Inbox):**
  - Section Title:** All Items (10 items)
  - Search Bar:** Search: All Items
  - Task Preview:**
    - Title:** Manager Evaluation: Initiate: Performance Improvement Plan: Harry Potter
    - Date:** 02/28/2024
    - Due Date:** 03/06/2024
    - Effective Date:** 02/29/2024
  - Buttons:** Advanced Search
- Right Panel (Task Details):**
  - Title:** Provide Employee Review Comments
  - Manager:** Manager Evaluation: Initiate: Performance Improvement Plan: Harry Potter
  - Created:** 02/28/2024 | **Due:** 03/06/2024 | **Effective:** 02/29/2024
  - Employee Acknowledgement:**

Our Employee Assistance Program (EAP) Provider, ComPsych GuidanceResources, can be confidentially reached to assist you at 1-844-850-0281 or [guidanceresources.com](http://guidanceresources.com). This is strictly voluntary. A booklet regarding the EAP's services is available from Human Resources.

My supervisor has discussed this notification with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the Medline's standards of performance and conduct.
  - At-Will Disclaimer:**

Medline Industries, LP is an "at-will" employer, meaning that your employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. Medline is opting to provide you with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive corrective action will not change your at-will employment status.
  - Buttons:** Get Started (highlighted with a red box)

- Read through the **Summary of the PIP Details**, where your Manager has provided **Performance Commentary, Specific Performance Concerns, Duration of the Corrective Action**, and may have provided **Supported Documents**. Click **Next** to proceed.

Provide Employee Review

Comments

Manager Evaluation: Initiate: Performance Improvement Plan: Harry Potter

Actions

02/29/2024 - 02/29/2024

Evaluated By: Emily Blunt

Summary

Acknowledgement

Summary

**PIP Details**

PDF

Question **Performance Commentary:** Describe the performance or results that failed to meet expectations.

**Manager**

Answer Harry, in your role as an Associate Product Manager you are responsible for managing product sourcing projects and working with sales to profitably grow our business. Effective product management requires quick responses and turn-around to complete projects and initiatives on time. It also requires a great deal of organization and attention to detail to prevent delays or mistakes.

Unfortunately, you are not meeting expectations in several critical areas which has caused work to remain unaddressed, be delayed, and/or needing management involvement to complete. Over the past two months you have been coached on the tasks assigned to you; however, you have not demonstrated sustained improvement and are

Back Next Close

3. On the **Acknowledgement** page of the PIP, select **Acknowledge** under **Status**. You can also provide any comments that you would like to be sent to your Manager (optional). Click **Submit** to continue.

**Acknowledgement**

**Manager**

Status Acknowledge Review Discussion Complete

Comment Thank you for your time today. I am confident we can work towards being on track again.

Acknowledged By Emily Blunt

Acknowledgement Date 02/28/2024 02:40 PM

**Employee**

Status \*    Acknowledge  Refuse to Sign

Comment Format B

Submit Save for Later



Please note that while you have the option to **Refuse to Sign** the PIP, it is not advised to do so as it could impede the progress of the improvement plan.

4. You will receive a confirmation notification that your acknowledgement has been submitted.

**Success! Event submitted**

[View Details](#)



Please note that you will need to repeat this process of acknowledging the PIP when the defined completion date has been reached.