**Supporting Services Professional Growth System**

##### Minimum Guidelines for Sufficient Documentation

##### for Referral to the Performance Improvement Process (PIP)

* Underperformance concerns must be documented in a minimum of three documents per related core competency and indicate that the supervisor did the following:
	+ explained expectations for meeting competency;
	+ provided support, strategies, and feedback to improve performance; and
	+ allowed the employee a reasonable amount of time to improve performance.
* The documentation informing the employee of performance concerns was signed and dated by the employee. If the employee declined to sign, a witness to the interaction signed a sentence to that effect.
* The underperformance concerns and related documentation occurred within the last three years from the date of the referral.