

**College of Agricultural Sciences
Coaching Guidelines
for
HR78 Performance Improvement Meetings**

1. Adhere to the schedule stated in the HR78 letter for the performance improvement meetings.
2. During each meeting:
 - Review all areas of performance stated in the HR78 letter where employee:
 - Isn't meeting performance standards
 - Is partially meeting performance standards (once employee reaches this level)
 - Is meeting performance standards (once employee reaches this level)
3. Specifically state what needs to be done to meet performance standards.
4. Document each performance improvement meeting and include:
 - Items discussed in meetings related to the content of the HR78 letter (areas where employee is not meeting performance standards, partially meeting, or meeting standards)
 - Recommendations regarding what employee must do to meet performance standards (as stated in the HR78 letter)
5. Following each meeting, provide the employee with a written account of the meeting.
(Include items listed in # 4)
6. Advise employee that he/she can resign at anytime during the process, including the final meeting. To resign, the employee must write a resignation letter. The letter must be written by the employee and include the employee's signature and date of resignation. If the employee resigns at the final meeting, the letter must be submitted to the supervisor at that time.
7. Do not prepare the letter of resignation for the employee.
8. Two weeks before the final meeting with the employee, contact Jeanne Price to discuss the final recommendation for employee (continued employment or termination). Be prepared to support either decision with documentation.
9. During the final meeting be prepared to advise the employee of the final decision – termination or continued employment.
10. Final approval for all terminations requires the approval of the Dean and the University's Employee Relations Department.

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