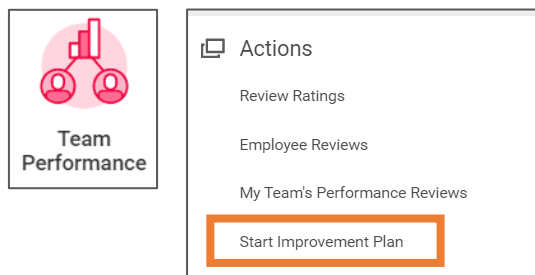


Use this job aid to initiate an improvement plan (coaching plan) for a Team Member.

Start Improvement Plan

From your home screen:

1. Navigate to the **Team Performance** application.
2. From the **Actions** section, click **Start Improvement Plan**. *You may have to click More to view option.*



3. In the **Employee** field, select the Team Member to initiate the improvement plan for.
4. In the **Review Template** field, select **Improvement Plan – Start**.
5. In the **Period Start Date** field, enter the start date of the improvement plan.
6. In the **Period End Date** field, enter the date to review and assess the improvement plan. After this date, you will initiate an improvement plan update.
7. Click **Submit**.

Next, you will receive a task to confirm improvement plan. Click **Open** to continue.

8. Click **Get Started**.

Complete Manager Evaluation

9. Provide thorough details in each of the following fields using complete sentences.
 - **Area of Opportunity/Improvement**
 - i. Areas of Opportunity
 - ii. Specific Goals / Action Steps / Resources
 - iii. Target Date (if applicable)
10. Click **Review** and **Submit**.

Next Steps

The HRBP reviews content and approves the improvement plan. Once HR approves, the Manager receives a Workday inbox task to hold a meeting with the Team Member regarding the improvement plan. Click Submit to send the improvement plan to the Team Member's Workday inbox where they'll receive an acknowledgement they need to complete.

After the Improvement Plan end date, the Team Member progress will be evaluated and assessed for next steps.