Performance summary overview flow chart

Performance Issue Identified
- Failure to meet targets
- Higher than expected level of absence
- Inappropriate Behaviours
- Poor work outputs
- Work relationship difficulties

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Informal Discussion

Manager to arrange private discussion with individual to:
- outline the issues,
- explore difficulties,
- agree improvement and timescales and provide a written note.

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2nd Informal Discussion (Review)

Manager to arrange a private discussion to review progress against the above and provide a written note.

Performance Improved and sustained

No further action required

Performance Improved but still below expected standard

Further informal action required as above

No Performance Improvement

Formal action required

Sickness Management Policy

Capability & Supporting Performance Policy

Disciplinary Procedure