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| **Part A –** *(This form should be used to record the details of key performance discussions. Part B can be used to record follow up/review meetings)* |
| **Employee Name:** |  | **Staff Number:** |  |
| **School / RI / Service:** |  | **Manager Name:** |  |
| **Stage in Performance Improvement Process*:***  | *Informal* / *Formal Stage 1 / Formal Stage 2*  | **Date of Discussion/Meeting:** |  |
| **Summary of Performance issues:*****\*Outlined clearly and linked to evidence*** ***where possible*** |  |
| **Reasons/contributory factors affecting performance:** |  |
| **Improvement Objectives** *(Add more if required)* | **Standard required /Measures/Targets** | **Support/Adjustments/Training Agreed**  | **Target End Date** |
| 1. |  |  |  |
| 2. |  |   |  |
| 3. |  |  |  |
| **Performance will be monitored until:** |  | **Review meetings will be held:** | *Weekly/Fortnightly* |
| **Employee comments:** |  |
| **Signed:** | **Employee:** **Date:** |  | **Manager:** **Date:** |  |
|  **Part B – Review Meetings** *(to be used to record any review discussions following completion of Part A. It can be repeated as necessary for each discussion)* |
| **Date of Discussion/Meeting:** |  |
| **Summary of any support/adjustments/training put in place since last meeting (and any still to come):** |  |
| **Review of any reasons/contributory factors affecting performance:*****(Revisit discussion from Part A)*** |  |
| **Improvement Objectives** *(Add more if required)* | **Update on Progress** *(e.g. targets met?)* | **Next Steps** *(e.g. further improvement, maintain level etc)* | **Target End Date**  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Summary feedback on progress:** |  |
| **Employee Comments:** |  |
| **Performance continues to be monitored until:** |  | **Next Review Discussion/Meeting Date:** |  |
| **Signed:** | **Employee:** **Date:** |  | **Manager:** **Date:** |  |