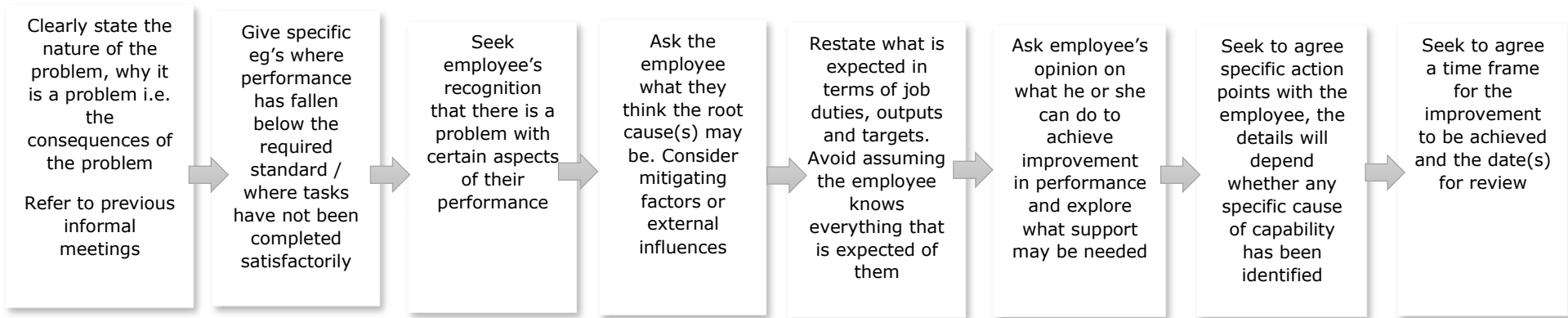


Organise the meeting with the employee to discuss possible causes of the underperformance, making sure that they know the meeting is the start of the capability procedure

Hold the initial meeting with the employee

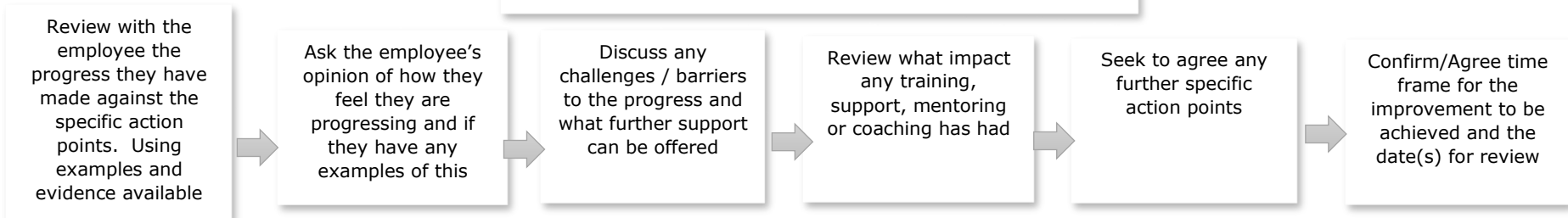


Keep a record of the meeting including specific action points and what has been agreed and send to employee

Schedule a follow up meeting to review the employee's performance and make sure that the meeting takes place

Organise any identified training, support, mentoring/coaching where appropriate

Hold Review Meeting



Keep a record of the meeting and what has been agreed

Hold final Review Meeting. Make an assessment whether to extend the Review Period (some improvement), Capability Hearing (no/little improvement), Revert to normal management processes (significant improvement)