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| **Employee name:** |  | **School/Unit/Dept:** |  |
| **Manager name:** |  | **Date of Meeting:** |  |

**Stage 1: Informal discussion**

* Explain the concerns and discuss them with the employee.
* Identify any problems/issues being experienced by employee and the possible causes.
* Explore what support/assistance might be needed to improve the situation.
* Explain consequences if improvement isn’t seen (e.g. move to more formal stage of procedure).
* Set a reasonable time frame for improvements to be achieved and a review date.

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| **Summary of informal discussion and agreed actions** |
|  |
| **Date of review meeting and discussion** |
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| **Outcome of Stage 1** | **Select** |
| Performance improved and no further action required |  |
| Performance improving but further review period required |  |
| No improvement and performance below required standard. Move to Stage 2 – refer employee to the Capability Policy |  |

**Please note:** Please ensure that you have made the employee aware of the outcome **in writing within** **7 working days of the meeting.**

**Stage 2: First Formal Warning**

* Ensure you are clear on the area/s where the employee’s performance is below expectation and provide any grounds/evidence to support this view.
* Try to identify any problems or reasons for the underperformance.
* Set out an improvement plan, with targets, standards, deadlines and what further support will be put in place.
* Seek commitment from the employee to reach the required standards.
* Set a reasonable time frame within which improvement would be expected.
* Ensure regular review meetings are set during the review period.

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| **Step** | **Actions** | **Information** | **Timescales** |
| **1.** | Arrange capability meeting | **Attendees:**   * HRBP * Manager * Employee (who has the right to be accompanied by a TU rep or colleague) | 7 working days’ notice to be given. |
| **2.** | Collate evidence | Ensure you have details of any examples that demonstrate the concerns you have regarding the employee’s performance. | This could be issued to the employee along with the invite to the meeting. |
| **3.** | Capability Policy | Ensure that you sign post the employee to the policy. |  |

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| **Outcome of Stage 2** | **Select** |
| Performance improved and no further action required |  |
| Performance improving but further review period required |  |
| First Formal Warning issued |  |

**Please note: Outcome**

* Please ensure that you have made the employee aware of the outcome **in writing within 7 working days of the meeting.**
* If a formal warning is being issued, details of review dates and expectations should be included in any correspondence.
* The formal warning will remain on the employee’s record for **one year** after which time it will be removed.
* The employee should be notified of their right of appeal.