|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | |  | |