Managing Performance

Capability Report

# 1. Personal details

Employee Name: ………………………………………………………………………………

Job Title: ………………………………………………………………………………………..

Section/Service: ……………………………………………………………………………….

# 2. Documentary evidence (please attach)

a) Performance Improvement Plan

b) Record of Stage 2 Performance Review

c) Other relevant evidence (including any submitted by employee**)**

# 3. Details of Performance

Provide a summary of the case to date, detailing the management concerns in relation to the employee’s work performance and the attempts made to address the issues. Also include what occurred during the review period at Stage 1 and where applicable, the review period at Stage 2.

**4. Employee’s response**

Outline the employee’s response to their ongoing work performance issues including any explanation given for their continued sub standard work performance, any barriers they put forward to them improving and any other relevant information.

Also include the employee’s response to the measures put in place by management to help them improve their work performance as well as any other suggestions they may have had.

## 5. Other

Include any other relevant information.

## 6. Decision

Outline your reason(s) for deciding that a performance capability hearing be arranged to consider whether dismissal on grounds of lack of capability is appropriate i.e. the key factors you have taken into account in coming to this decision.

#### 7. Line manager details

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Section/Service: |  |
| Signed: |  |
| Date: |  |