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| **Record of Stage 2: Performance Review**  |
| Part A – Preparation |
| **Please ensure you have*** Updated the Performance Improvement Plan
* Correctly communicated the reasons for the meeting and advised the employee of their right to be accompanied.
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| **1. Employee details** |
| First Name:  |       | Surname: |       |
| Job Title: |       |  |  |
| Section: |       | Service: |       |
| Part B – The discussion |
| * Express continuing concern over the employee’s work performance following the Stage 1 review period and go over what occurred during the Stage 1 review
* Discuss and identify further support or training or other measure to assist the employee to improve their performance.
* Reiterate that it is the employee’s responsibility to perform their job to the required standard and the effect their sub standard work performance is having on the service and how it may be impacting on colleagues and clients.
* Continue with exploring and identifying the reasons behind the continued poor work performance, if these have not been fully identified.

Explain the consequences of failing to meet the necessary standard and that further action may be necessary.* Indicate that the Performance Improvement Plan will continue to be used at Stage 2 (where the review period is being extended).
* Indicate that the counselling service can be contacted if the employee wishes to use that service, with details on the Zone under AskHR.
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| Part C  |

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| **Outcome of Performance Review Meeting*** **At the end of the performance review meeting the manager will decide on the outcome and inform the employee along with the reasons (this is then confirmed in writing). The manager will explain what happens next. Where the review period is extended the manager will indicate what the arrangements will be and that continued support will be provided.**
* **Ensure both the employee and manager note the length of the review period at Stage 2 (where Outcome 1 is being followed).**
* **Identify what steps the employee requires to take to bring about an improvement in work performance.**
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| **Part D** |
| **Outcome of review period at Stage 2 (where applicable)****Where Outcome 1 is being followed, i.e. to extend the review period, this section should be completed at the meeting held following the review period at the end of Stage 2. A brief summary of the discussion should be included along with the decision.****Line Manager’s Name: …………………………………………………………………….****Line Manager’s Job Title: ………………………………………………………………….****Line Manager’s Signature: …………………………………………………………………****Date: ………………………………………………………………………………………….** |