



What do I do if an employee is not performing?

	Yes	No
What evidence do you have that the employee is not performing to expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Have your expectations of the role been clearly articulated on more than one occasion?	<input type="checkbox"/>	<input type="checkbox"/>
Does the individual know that they are not performing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated to the employee that they are not performing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you confirmed what performance levels are expected?	<input type="checkbox"/>	<input type="checkbox"/>
Are these levels of performance deemed reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
Have you asked the employee for a response to the concern that they are not performing?	<input type="checkbox"/>	<input type="checkbox"/>
Did you allow them to have a support person in the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Did you ask whether there are any extenuating circumstances leading to non-performance?	<input type="checkbox"/>	<input type="checkbox"/>
Did you arrange for additional training and/or support to assist the individual to move their performance levels up to the required level?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.