

PERFORMANCE IMPROVEMENT FLOWCHART

1. Plan the Starting Point

Identify the performance gap by reviewing the agreed upon performance expectations and the present unacceptable performance.



2. Meet with Employee

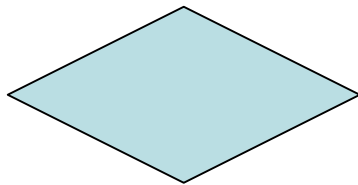
§ Describe the difference between the present performance and the previously agreed upon expectations and the specific negative impact of the current performance.
 Ask the employee for their view and ideas on what is contributing to situation. For example:
 Lack of Understanding
 Lack of training and orientation
 Lack of qualification
 Physical or other inability.
 Plan actions based on above information
 Set a date for follow up.
 Document the meeting in specific, observable terms

3. Take Steps to Assist Employee

Results of steps 3 and 4 of

Progressive discipline is not appropriate

§ Physical or mental disability, health problems or substance addiction may require:
 Assessment or



Performance Planning and Review Procedure



Follow Progressive Discipline Procedure and Guidelines

§ Contact your HR Consultant for support with the process