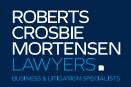
Performance Based Dismissal Flowchart



PERFORMANCE CONCERNS IDENTIFIED BY MANAGEMENT



Investigation

Conduct an investigation with the employee to outline the allegations of poor work performance/behaviour, giving them an opportunity to respond.





Performance Counselling Meeting (Optional)

Invite employee to performance counselling meeting.

Conduct counselling meeting to address performance issues.

Performance
Management Letter

Performance Improvement Plan



Verbal Warning

If conduct or performance is unsatisfactory, issue a formal verbal warning which will be recorded and will remain on file.

Warning Letter given confirming verbal warning.



Termination

A final disciplinary meeting should be conducted with the employee.

The employee should be informed of their possible termination during the meeting and given an opportunity to respond and for the response to be considered prior to a final decision being made.

- Disciplinary Meeting
- Termination Letter (Performance).
- Post employment Obligations Letter.



Final Warning

If the employee's performance has not improved by the final review date a final warning is to be given. The employee should be notified of this at the meeting:

- Final Warning Letter.
- Performance
 Management Letter.
- Performance Improvement Plan.



First Written Warning

If the performance of the employee has not improved before the specified review date, the employee should be notified of a second meeting.

- Warning Letter.
- Performance
 Management Letter.
- Performance Improvement Plan.

Reduce your legal spend and be empowered to manage employment issues quickly and with confidence.

