Set appropriate (SMART) objectives with the employee, to set the standards for performance. Consider any training needs. Arrange regular 1-to-1 meetings for ongoing support and to review progress and plan review meetings e.g. at 1 month, 3 months, 6 months for more detailed review of progress?

Record induction in People XD How-To guide: IP1



Induction

Are there any issues/concerns about the employee’s performance/progress?

Hold review meeting at the end of agreed improvement period. Is performance improving/now satisfactory?

**Performance support**: if progress has been made but further time is needed to meet required standards agree an action plan with the employee. Set a review date(s).

Seek advice from HRBP

**Commence disciplinary process:** if issues have not been resolved despite providing appropriate support and training.

SEEK ADVICE FROM HRBP - Try to resolve issues/concerns fairly and clearly with the employee directly, at the earliest opportunity through discussions/mentoring.

Keep a record of all discussions: agree an action plan with reasonable timescales and support. Carry on with regular reviews. Ensure employee has enough time to show improvements, if needed

Hold further review: Has employee successfully met the set objectives?

Concerns arisen?

Keep monitoring progress and performance against set objectives through regular meetings with the employee.

Carry on with regular one-to-one meetings and follow the personal development review procedures.

\*In cases of serious misconduct possibility of suspension and dismissal following due process and formal disciplinary hearing.