# UNDERPERFORMANCE MEETING PLAN

| **Details** | | |
| --- | --- | --- |
| Date: | *<date>* | |
| Time: | *<time>* | |
| Location: | *<location>* | |
| Attendees: | *<attendees>* | |
| **Reason for the meeting** | | |
| *<reason>*  *eg.*   * *Employee – ongoing lateness.* * *Late for work four out of five mornings last week. Shift starts at 10.00 am: Monday, Tuesday and Thursday – arrived at work at 10.15 am; Friday – arrived at work at 10.30 am.* * *This means no-one to cover start of shifts: call wait times are longer, customers are complaining, other team members have to carry the workload and are getting stressed, KPIs are not being met.* | | |
| **Background** | | |
| *<background>*  *eg.*   * *Raised issue of lateness twice this month at weekly catch-ups (3/2 and 10/3) – no reason given.* * *On 3/2 also offered swap to afternoon shift if more suitable – declined.* * *On 10/3 gave verbal warning.* | | |
| **Next steps** | | |
| *<next steps>*  *eg.*   * *First written warning.* * *Put performance improvement plan in place: arrive at work on time for the next six weeks; communicate unexpected and unavoidable lateness (e.g. train delays) to supervisor by phone as soon as possible.* * *Schedule meeting for 28/04 to review performance. If not enough improvement by then, final written warning.* | | |
| **Task list** | | **Due date** |
| *<task>*  *Make a list of what you need to do next, and by when.*  *eg. Make record of meeting; provide copy to Sean and ask him to sign.* | | *<date>*  *eg. Tomorrow.* |
| *eg. Prepare first written warning; provide copy to Sean and ask him to sign.* | | *eg. Tomorrow.* |
| *eg. Prepare performance improvement plan; provide copy to Sean and ask him to sign.* | | *eg. End of week.* |
| *eg. Schedule meeting with Sean to review performance; also review in the meantime during weekly catch-ups.* | | *Eg. 28/04.* |