# 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.*
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| **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.*
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| **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.*
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| **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.* |