**CHECKLIST: HOW TO CONDUCT A PERFORMANCE IMPROVEMENT PLAN MEETING**

A performance in performance plan meeting should be attended by at least two representatives of your business, one of whom should be the employee’s direct supervisor or manager.

Use the following checklist to conduct the meeting:

❏ Explain the performance issue.

❏ Provide examples of the performance issue.

❏ Explain why it is unacceptable with reference to:

* + the requirements of the role; and
	+ the impact on the business.

❏ Explain that the purpose of the meeting is to develop a plan to rectify the

underperformance.

❏ Invite the employee to respond to the performance issue (if appropriate, prompt the employee as to possible causes or explanations).

❏ Consider the employee’s explanation.

❏ Identify actions to address possible causes.

❏ Indicate the proposed period for the performance improvement plan, e.g. you may allocate 1,3 or 6 months, depending on what is a fair and reasonable period in which to address underperformance, and review progress under the plan, such as via weekly or fortnightly meetings with a supervisor. (To determine a reasonable period, think about how long it would take a reasonable person with reasonable support to address the underperformance.)

❏ Indicate that a proposed plan will be drawn up and provided to the employee.