

PERFORMANCE IMPROVEMENT FLOWCHART

1. Plan the Starting Point

Identify the performance gap by reviewing the agreed upon performance expectations and the present unacceptable performance.

2. Meet with Employee

- Describe the difference between the present performance and the previously agreed upon expectations and the specific negative impact of the current performance.
- Ask the employee for their view and ideas on what is contributing to situation. For example:
 - \rightarrow Lack of Understanding
 - \rightarrow Lack of training and orientation
 - \rightarrow Lack of qualification
 - \rightarrow Physical or other inability.
- Plan actions based on above information
- Set a date for follow up.
- Document the meeting in specific, observable terms

