

# Achieving & Maintaining Standards- Performance Procedure Flow Chart

**Initial action**  
*Informal; performance improvement plan*

*Performance Improved to the required standard ?*

**Recognise improvement**  
 No formal action

YES      NO

**Performance Hearing**

FORMAL Improvement Period      
 FINAL Warning + Improvement Period  
*Only in exceptional circumstances*

*Performance Review Meetings*

**Performance Review Hearing**

*Performance Improved to the required standard ?*

**Recognise Improvement**  
 No further formal action

YES      NO

# Extend FORMAL Improvement Period      
 FINAL Warning & Improvement Period

*Performance Review Meetings*

**Capability Hearing**

*Performance Improved to the required standard?*

**Recognise Improvement**  
 No further formal action

YES      NO

# Extend FINAL Warning & Improvement Period      
 **Performance Transfer & Support**      
 Dismissal

*Performance Review Meetings*

**Capability Hearing**

Dismissal if not improved

**If improved:**  
**Recognise improvement**  
 No further formal action

**Key:**  
 # Employee can get only get one extension in total  
 .... Employee has the right of appeal