|  |  |
| --- | --- |
| ***The Informal Approach* - Managers Example Template: Note of 1:1 Informal Approach** | |
| **Name of employee:** |  |
| **Employee's role title:** |  |
| **Employee's school/ service area:** |  |
| **Date of 1:1 meeting** |  |
| **Employee's manager:** |  |
| **Date employee issued with Performance Improvement Policy**  **Manager should refer employee to Informal Management, Appendix B** |  |
| **Summary of key performance concerns:** | |
| **Performance concern 1 - improvement required** | |
|  | |
| **Performance concern 2 - improvement required** | |
|  | |
| **Performance concern 3 - improvement required** | |
|  | |
| **Performance concern 4 - improvement required** | |
|  | |
| **List any support agreed & development requirements agreed, if any** | |
|  | |
| **Identify specific areas where performance has improved since the last form was completed:** | |
|  | |
| **Identify any problems that still remain and the steps being taken to address these:** | |
|  | |
| **Summary of the extent of the employee's overall improvement:** | |
|  | |
| **Employee's comments on the process so far and any points noted above:** | |
|  | |
| **Manager's signature:** |  |
| **Date:** |  |
| **Date copy of pro-forma issued to employee** |  |
| **Date of next 1:1 meeting** |  |

**Manager’s Assessment /Outcome of Informal Performance Review Period**

|  |  |
| --- | --- |
| **Outcomes** | **Tick appropriate box** |
| Satisfactory performance achieved. This informal review period has concluded. |  |
| Insufficient or no improvement – This matter will proceed to the formal stage of the [Performance Improvement Policy](https://staff.napier.ac.uk/services/hr/workingattheUniversity/Documents/Performance%20Improvement%20Policy.pdf). |  |
| **Manager’s signature**  **……………………………………………………………………………………………………………..**  **Date**  **…………………………………………..**  **Employee’s signature**  **………………………………………………………………………………………………………….....**  **Date**  **…………………………………………..** | |