

NEXT STEPS IN THE PROCESS

Detail what will happen next. Examples include:

- *The consequences if:*
 - unsatisfactory performance continues then it will proceed to the second or third stage and state the length of the review period; or
 - there is no commitment to improve or acknowledgement by the staff member there is an issue of unsatisfactory performance then a report is made direct to the DVC/NP;
- *Potential disciplinary action;*
- *Follow-up session(s) during the review period and what they will cover;*
- *The matter will be closed if improvement is maintained for a specified period.*

DETAILS:

ANY OTHER RELEVANT INFORMATION

E.g. staff member/supervisor on leave, constraints to process.

DETAILS:

DATE OF NEXT MEETING/END OF CURRENT PERFORMANCE REVIEW PERIOD (IF APPLICABLE)

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|---|--|------|--|------|--|
| Purpose of Meeting e.g. Interim Progress, Second/ Third Counselling | | Date | | Time | |
| Location | | | | | |

CERTIFICATION (ALL SIGNATURES ARE REQUIRED)

| | |
|---|--|
| Supervisor Name <i>(please print)</i> : Signature:..... Date: | Staff Member <input type="checkbox"/> Refused to sign - copy of counselling record has been provided. Name <i>(please print)</i> : Signature: Date: |
| Supervisor's Representative (if applicable) Name <i>(please print)</i> : Signature:..... Date:..... | Staff Member's Representative (if applicable) Name <i>(please print)</i> : Signature: Date: |

FINAL CHECKLIST

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|---|--|
| <input type="checkbox"/> All parties signed <i>(notate if staff member refuses to sign)</i> | <input type="checkbox"/> Copy placed on RMO file |
| <input type="checkbox"/> Copy provided to staff member (including attachments) | <input type="checkbox"/> Copy forwarded to Human Resources |