**Managers should ensure that all steps are taken and documented before considering the next steps within the process**

Employee is clear about what is expected of them.

Manager has provided feedback on employee’s performance.

Employee is clear about the gap between current and expected performance.

You have an [agreed] action plan outlining what improvement you expect of the employee, by when and the support you have provided to help them improve.

The action plan has been in place long enough for the employee to demonstrate some improvement

You have been clear about what will happen if their performance doesn’t improve.

You have a clear audit trail of the above.

**Managers should contact the HR Employment Relations Team, email:** [**hrer@nottingham.ac.uk**](mailto:hrer@nottingham.ac.uk) **for further advice and guidance.**