

**RECORD OF INFORMAL CAPABILITY DISCUSSION**

- To be completed by the Manager when a capability issue has informally been identified as part of day to day management
- To be shared with the employee and placed on the employee’s personal file (where appropriate).
- Information to be considered in line with the UHB Capability Policy and Procedure and associated Toolkit

<b>NAME OF EMPLOYEE</b> .....
<b>JOB TITLE</b> .....
<b>GRADE</b> .....
<b>NAME OF MANAGER</b> .....
<b>JOB TITLE</b> .....
<b>DATE OF DISCUSSION</b> .....

**CLARIFY THE REQUIRED STANDARDS**  
 (Be clear on expectations of the role. Refer to Job Description, PADR objectives, Codes of Practice, Legal Standards... etc)

**IDENTIFY AREAS OF PERFORMANCE CONCERN**  
 (Discuss performance in relation to any gaps in skills, aptitudes, ability and/ or knowledge etc)

**ESTABLISH ANY REASONS OF POOR PERFORMANCE**  
 (Discussions should include exploring any reasons that relate to ill Health, Disability, Working Relationships or Other Personal Circumstances)

**IDENTIFY ANY TRAINING/DEVELOPMENT NEEDS**

(Consider what additional training, study days, competency assessments, support, coaching, equipment etc could be required)

**IMPROVEMENT REQUIRED**

(Outline what improvement is required to meet expectations. Set clear objectives - SMART)

**TIMESCALE FOR REVIEW**

(Be clear on the monitoring period and next steps should satisfactory performance not be attained)

**SIGNATURES**

**NAME OF EMPLOYEE** .....

**SIGNATURE**

.....

**NAME OF MANAGER** .....

**SIGNATURE** .....