

RECORD OF INITIAL ASSESSMENT

- To be completed by the Manager when informal discussions with the employee have not resulted in satisfactory improvement in performance following a reasonable timescale, or where more serious concerns have come to light about an employee’s performance.
- Managers should record their reasons for deciding whether there are grounds for taking formal action under the UHB Capability Policy. Please also refer to the toolkit for guidance.

<p>NAME OF EMPLOYEE</p> <p>JOB TITLE</p> <p>GRADE</p> <p>NAME OF MANAGER</p> <p>JOB TITLE</p> <p>DATE UNDERTAKEN</p>
<p>DOCUMENTATION CONSIDERED AS PART OF THE INITIAL ASSESSMENT (This could include the Informal Discussion Record, notes from review meetings, notes from Mentors, PADRs, witness statements, notes from interviewing the employee...)</p>
<p>OUCOME OF DOCUMENT REVIEW (Summarise the evidence/reasons that would provide grounds for taking formal action under the Capability Policy)</p>
<p>CONSIDERATION OF ANY UNDERLYING ISSUES (Managers should consider the following:</p>

- whether any Disability/ health and /or domestic concerns have been raised and their implications
- the relevance and significance of any mitigation that has been raised
- whether has the employee been given a reasonable amount of time and the opportunity to improve
- whether the agreed training and support has been implemented and sufficient opportunities given to embed and put the learning into practice
- the impact on the service and risks on the role

OUTCOME OF INITIAL ASSESSMENT

NO FORMAL ACTION REQUIRED

Comments

MOVE TO STAGE 1 CAPABILITY HEARING

SIGNATURES

NAME OF MANAGER

SIGNATURE