

Managing Capability – Management Issues Checklist

Have I made it clear what is expected of the employee, and do they have a common understanding of these expectations?

If there is any doubt about this, address this first.

Have new employees undertaken an induction and received all of the relevant training and supporting documents, including a Job Description/Person Spec?

Have I been providing appropriate feedback on performance and have employees participated in a PADR on an annual basis?

Has ongoing support/training been provided and what else might be available? (e.g. Training, Guidance, Equipment, Flexible Working Arrangements, etc.)

Am I aware of any underlying issues/factors that may be impacting on the individual's ability to perform effectively? (e.g. underlying health/domestic/personal issues, interrelationship difficulties)