

PERFORMANCE ISSUE SOLVING FORM

Use this form for performance problem solving when performance is rated as not satisfactory, or for incidents of poor performance during the year.

Name:

Division:

1. STATE THE PERFORMANCE ISSUE

2. ASK THE WORKER FOR AN EXPLANATION OR COMMENT

3. ANALYSE THE REASONS FOR POOR PERFORMANCE

4. IDENTIFYING WAYS OF ADDRESSING THE ISSUE

5. AGREE ON ACTION PLAN

Performance Improvement Goal:

Steps to be taken by worker:

Performance standards to be met:

Support to be provided by supervisor and others:

Review date:

Signed

Worker		Date	
Supervisor		Date	