## Performance/conduct management meeting record – template

**Instructions**

This document can be utilised by managers to create a record when there is a requirement to undertake a performance or conduct related meeting with a worker.

Can be used in conjunction with the ‘TRMC Performance/conduct management meeting planning guide’ and if appropriate the “Show cause letter’ if termination is a possible outcome.

It can be used as part of a process that results in a termination or a warning, remembering that **all warnings (serious or minor) or a termination of employment should be provided verbally, given after considering all information and responses from the employee, and confirmed in writing after the meeting has occurred**.

Customisation to suit the specific situation may be required. Please ensure it is consistent with any enterprise agreement, contract of employment, existing workplace policies, or Award terms which may apply to the employees in your workplace.

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| --- | --- | --- | --- |
| **Date:** |  | **Time of meeting:** |  |
| **Location of meeting:** |  | | |
| **Employee name and position:** |  | | |
| **Managers name:** |  | | |
| **Other persons present and position:** |  | | |

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| **Background information:** |
| *(include a bullet pointed synopsis of events, behaviours, issues, occurrences, dates, evidence or examples, and other relevant information discussed during a performance or conduct related meeting)* |
| **Dates and details of any previous warnings, counselling or related discussions:** |
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| **Employee responses to performance or conduct issues and questions:** |
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| **Other relevant information:** |
| *(attach or refer to any related documentation if relevant)* |

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| **Outcome/consequences of meeting:** | |
| *(any decision should be made after consideration of the employees responses and available evidence - termination, warning, further warning, final warning, counselling, any remedial assistance required)*  *(if a warning is given or termination of employment occurs, provide a letter confirming the outcome after advising the employee. The letter cofirming the outcome should not be pre-prepared)* | |
| **Review Date:** | *(insert next review date if required)* |

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| --- | --- | --- | --- |
| **Acknowledgement of meeting:** | | | |
| **Managers name:** |  | **Managers signature:** |  |
| **Employees name:** | *(An employee cannot be compelled to sign a document. If employee will not, state ‘employee would not sign’)* | **Employees signature:** |  |