

**RE-ENTERING THE FORMAL PERFORMANCE IMPROVEMENT PROCEDURE - REFERRAL TO NEXT STAGE**

When a Jobholder’s performance is considered to have reached a satisfactory standard at the end of the stage one or, if applicable, stage two trial period, no further action is taken under the formal performance improvement procedure (“the procedure”) at that time. However, if the Jobholder receives an unsatisfactory rating in a Performance Review at any time during the lifespan of the warning, they will re-enter the procedure at the start of the next stage.

The stage at which the Jobholder re-enters the procedure depends on the type of warning that is in place:

Warning in place:	Jobholder re-enters procedure at:
Written warning	Stage two – consideration of final written warning
‘First and final’ written warning	Final stage – consideration of dismissal
Final written warning	Final stage – consideration of dismissal

*This form must be completed by the Reporting Officer and sent to the next stage decision officer within five working days of receiving the Jobholder’s feedback on the Performance Review if they choose not to dispute the unsatisfactory rating (or, if the Jobholder invokes the Performance Review Report Appeals Procedure, within five working days of receiving notification of an unsuccessful appeal against the rating).*



**JOBHOLDER DETAILS**

<b>Name:</b>		<b>Payroll Number:</b>	
<b>Business Area:</b>		<b>Grade:</b>	
<b>HPRM Container / Departmental Records Management system reference number:</b>			
<b>Date records management access was amended to include next stage decision officer: (If required)</b>		Click here to enter a date.	

**SUMMARY OF LIVE WARNING**

<b>Type of warning in place:</b>	Select type of warning.		
<b>Issued on:</b>	Click here to enter a date.	<b>Expires on:</b>	Click here to enter a date.

## DETAILS OF UNSATISFACTORY PERFORMANCE REVIEW

Reporting period start date:	Click here to enter a date.
Reporting period end date:	Click here to enter a date.

## REFERRAL TO:

Name of next stage decision officer:		Grade:	
<b>FOR:</b> <i>Select ONE box.</i>			
<input type="checkbox"/> Stage Two: consideration of final written warning			
<input type="checkbox"/> Final Stage: consideration of dismissal			

## REPORTING OFFICER SIGNATURE

Name (in BLOCK CAPITALS):	
Signature (if hard copy):	
Date sent to next stage decision officer:	Click here to enter a date.

## ACTION TO BE TAKEN BY NEXT STAGE DECISION OFFICER

*As the next stage decision officer, you are now required to take action in line with the appropriate stage of the formal performance improvement procedure.*



- **Stage Two: Consideration of a final written warning** – refer to section 8.3 of HR policy [10.01 Performance Management](#) and [formal performance improvement procedure - user guide](#)
- **Final Stage: Consideration of dismissal** – refer to section 8.4 of HR policy [10.01 Performance Management](#) and [the formal performance improvement procedure - user guide](#)

*Personal data collected on this form is processed solely for the purpose of conducting the formal performance improvement procedure (FPIP). Personal data will be securely stored and retained only for as long as necessary to manage this procedure and in line with departmental retention and disposal schedules. For further information, please refer to the Handling Personal Data Guidance section of the [FPIP User Guide](#) and the [NICSHR Privacy Notice](#).*