

MANAGING PERFORMANCE & WARNINGS

Effective performance management is key to business success, boosting productivity, employee engagement, and retention. Underperformance can harm business outcomes, such as lowering productivity, increasing turnover, and affecting customer satisfaction.

Preventing Underperformance:

To avoid underperformance, employers should:

- Set clear performance expectations in job descriptions.
- Address issues early.
- Conduct regular performance reviews.
- Encourage open communication between employees and management.

Addressing Underperformance:

If performance issues arise, employers should:

- Ensure compliance with legal or contractual obligations.
- Hold a private meeting to discuss concerns and agree on improvement steps.
- Document the meeting and its outcomes.

Warnings and Disciplinary Action:

If performance doesn't improve, employers may issue a written warning. It's essential to ensure:

- The reason for action is valid.
- A fair process is followed.
- Independent advice is sought if needed.

Employers should allow employees a reasonable opportunity to improve and ensure any disciplinary action is well-documented and fair.



NS8 offers comprehensive HR support to take the stress and hassle off your plate!

From managing HR responsibilities to providing expert advice on underperformance and disciplinary actions, we ensure everything is handled professionally, fairly, and in line with your obligations.

**Let us help you navigate the complexities of HR with confidence.
Get in touch today!**

CONTACT US

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