**Performance management**

#### Stage 2 – Feedback Report

*(A copy of all performance management documents must be given to the employee)*

Date

#### Through the Principal

Dear **(insert name)**

**RE: MANAGING UNSATISFACTORY PERFORMANCE PROCESS**

**OUTCOME OF STAGE 2: IMPROVEMENT RECOMMENDATIONS**

Further to our conversation of **(insert date)**, the purpose of this letter is to advise you of the progression of your managing unsatisfactory performance process.

I would like to confirm that I have reviewed the appropriateness of the Stage 2 process and have determined that the process will now progress to Stage 3 – Evaluation (External Review).

The Stage 3 – External Review stage involves observation of between 4 to 6 teaching periods within a period of two weeks (10 days), half of which may be unannounced. The review officers will evaluate all facets of competency and provide you with progressive feedback.

The two external reviewers nominated are **(insert names, position, school)**. The reviewers will contact you to establish an initial meeting time to discuss the process.

Should you have queries during this process, please discuss them with your principal, **(insert** n**ame)** in the first instance. Further, the Employee Advisor for the **(insert name)** Region, **(insert title and name)** is also available for support on telephone (07) **(insert contact number).**

Yours sincerely

**(Insert Name)**

Regional Director

**(Insert District)**