**Managing Unsatisfactory peformance (MUP) CHECKLIST**

(Stage One and Two)

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

# All documents are to be signed by parties & copy given to employee

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name(including circuit schools): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Delegates Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stage One:

* Notification letter sent for commencement of stage one (see template letter) letter should include:
  + Invitation for employee to have a support person
  + Copy of relevant MUP procedure attached
  + Date, time and location of meeting
  + Brief outline of performance concerns
  + Draft Identification and Improvement Plan
  + Remind employee Employee Assistance Scheme is available
* Initial meeting held
  + Identification and Improvement Plan completed and signed by employee
  + Employee provided with copy of signed plan
  + Meeting minutes completed and signed by employee

* Followup meeting held (if necessary)

Stage Two:

* Email/letter sent to employee confirming start of stage two
* Fill in increment deferment form notifiying Payroll Services that the employee’s increment is to be deferred untill the employee’s service has been deemed as satisfactory
* Complete stage two as per completed Identification and Improvement Plan
* Progressive feedback recorded and supplied to teacher based on :
  + examination of the employee’s materials and work output; and
  + observation of the employee’s classroom practice (where applicable)
* If performance remains unsatiscatory, refer matter to the relevant Regional Director or nominated delegate recommending that the process be continued to Stage 3 – External Review