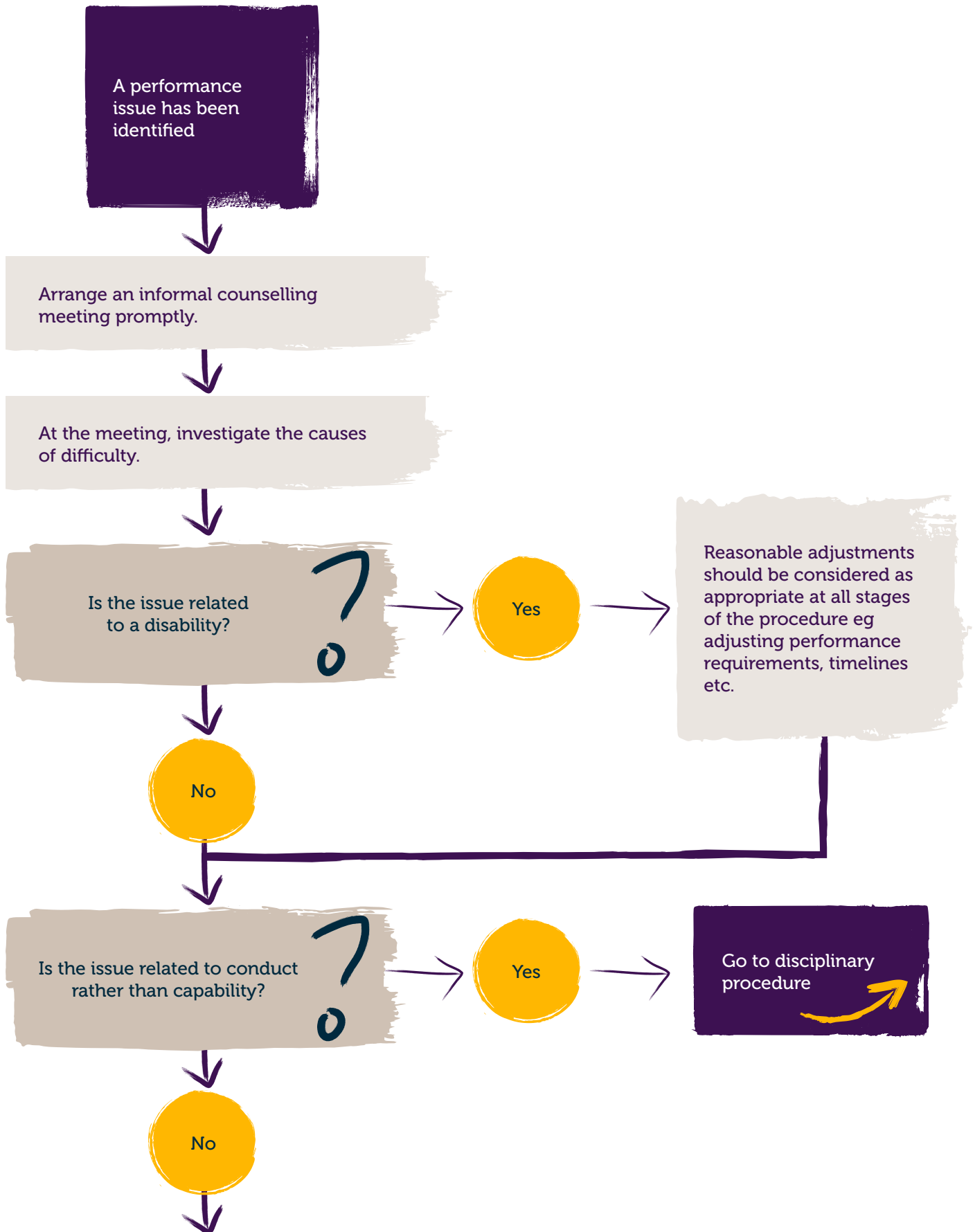
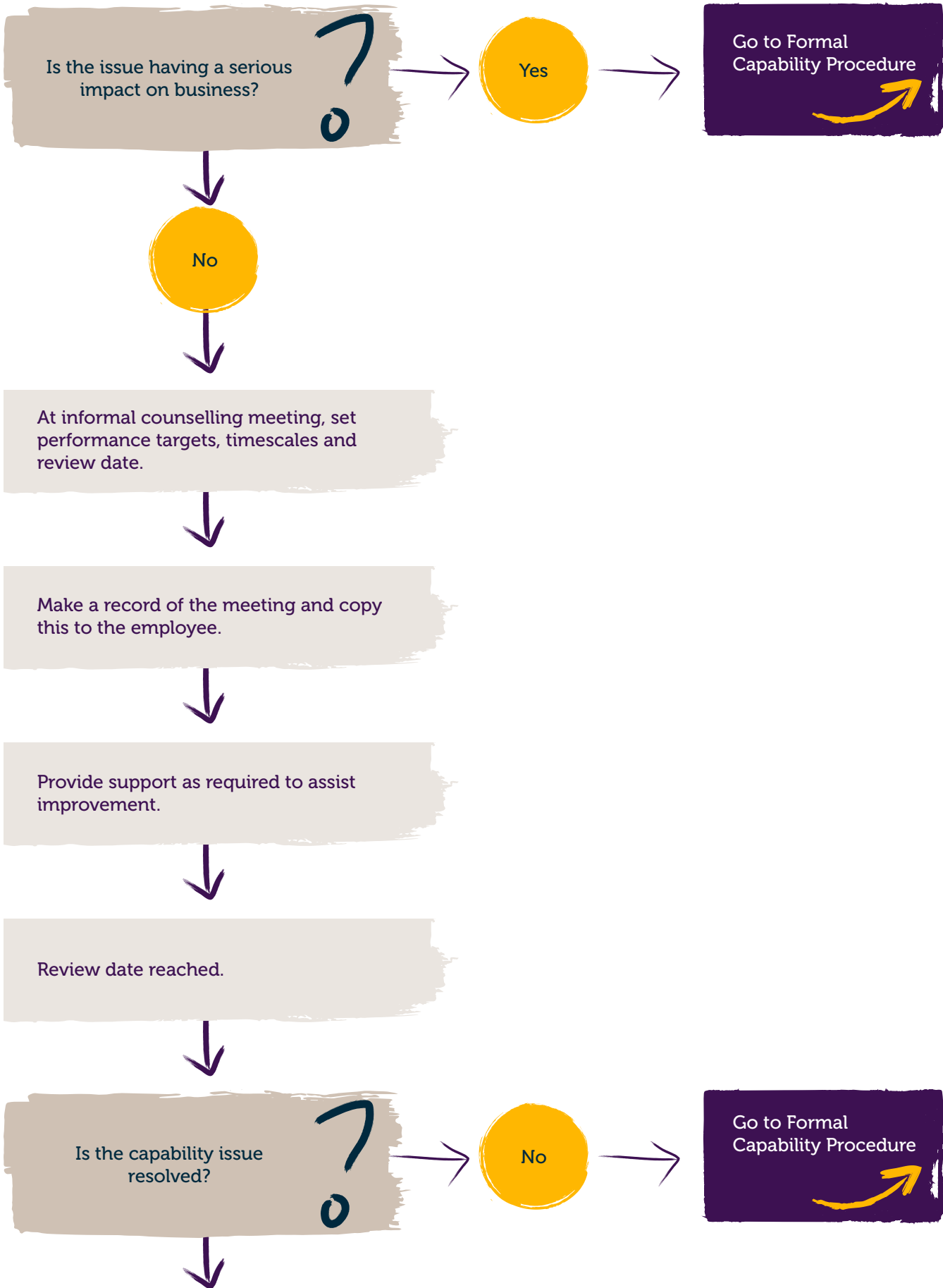


Dealing with performance issues



Dealing with performance issues





Prepare a file note/complete records.
Write to the employee confirming the
successful outcome together with a
copy of the notes of the recent review
meeting.



Procedure complete