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Employee Capability Issues and What You Need to Know..

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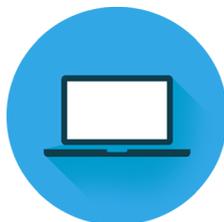
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HR Heroes are your local providers of Employment Law, Human Resources and Health & Safety advice for businesses with fewer than 100 staff.

To find out more about any of the services HR Heroes provides, please don't hesitate to get in touch.



help@hrheroes.co.uk



0161 443 4170



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We look forward to hearing from you.

Make the complicated simple,
your business is tough enough.

Are you having problems with a member of your team and they just aren't doing their job very well?

They're not hitting their targets or producing good quality work, maybe you are giving them tasks to do and they just don't have the skills to complete them?

Capability can be a big issue for companies who have underperforming staff. It can be a drain on managers' time and can affect the moral of other members of the team.

If you have a thorough capability policy and process, you can manage the situation actively. As in most situations you should try and resolve the issues informally but if that doesn't work, you can take the employee down a formal capability route. But what does that mean for you?

It means that you work with the employee following a formal process with the main aim of turning them around and making them a success within your organisation.



Meet with them on a regular basis and ensure that they have the training they need; set them targets and objectives to work to.

Importantly you must inform them that they are on a formal capability plan. After each stage and a defined period of time you will sit with them and have a formal capability hearing where you discuss their progress to date and if they have successfully achieved their objectives, or as the case may be, not. At these hearings you will deliver a decision that could be a formal warning, of which you must follow certain employment obligations, including a minimum of 48 hours' notice, the right to be accompanied and the right of appeal.

If over a set period of time, your efforts to improve their work performance are in vain, and the employee still hasn't improved to the required standard, then the policy will also allow you to deal with that scenario too, and guide you through any potential dismissal.



QUESTIONS ABOUT THIS FACTSHEET?

If you have any questions about the information contained in this factsheet, no matter how small or you require template documents, don't hesitate to contact us.