

Aidan Shah
Software Developer
Employer HR file

Date: 14 July 2026
Our Reference: IPWC/B5874BD3
Document Type: Checklist

Informal Performance Warning Checklist

1. INFORMAL PERFORMANCE WARNING
OPERATIONAL CHECKLIST

Task: Confirm informal discussion date and key performance concerns discussed.

Owner: HR or Line Manager

Priority: High

Due date: 22 September 2025

Evidence required: Meeting notes or summary from informal discussion on 22 September 2025.

Status: Completed

Completion notes: Informal discussion held on 22 September 2025 addressed recurring deployment issues with Aidan Shah.



CHECKLIST DETAILS

Employee
Aidan Shah

Role
Software Developer

Case type
Issue Informal Performance Warning

Reference
HRA-B5874BD3



KEY DATES

Completed
14 July 2026

First review
01 November 2025



REVIEW CONTROL

Review dates, standards and measurements should remain clear, measurable and recorded in writing.

Continued

Informal Performance Warning Checklist

2. DEFINE EXPECTED IMPROVEMENTS AND BEHAVIOUR

Task: Specify clearly the expected improvements in performance and conduct.

Owner: Line Manager

Priority: High

Due date: Immediately following informal discussion

Evidence required: Written summary or letter to employee detailing expected actions: timely incident and deployment notifications, documentation of rollback and mitigation steps in incident tickets, and responding to on-call pages within 30 minutes during rota windows.

Status: Completed

Completion notes: Expectations communicated to Aidan Shah after 22 September 2025 discussion.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the informal performance warning record and confirm it reflects the agreed facts.	HR	01 November 2025	Completion note or supporting evidence	Open
Informal Performance Warning Review is due on 01 November 2025.	HR	01 November 2025	Completion note or supporting evidence	Open
Prompt the employer to keep the record factual, check their procedure, preserve the employee's opportunity to respond and obtain specialist advice for protected-rights or dismissal risks.	HR	01 November 2025	Completion note or supporting evidence	Open
Review the Issue Informal Performance Warning record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	01 November 2025	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	01 November 2025	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	HR	01 November 2025	Completion note or supporting evidence	Open

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3. SET REVIEW DATE FOR POSITION ASSESSMENT

Task: Agree a review date to assess progress against the informal warning.

Owner: Line Manager and HR

Priority: Medium

Due date: 01 November 2025

Evidence required: Calendar entry or written confirmation of review meeting scheduled for 01 November 2025.

Status: Pending

Completion notes: Review of progress scheduled but meeting outcome pending.

4. MAINTAIN FACTUAL AND POLICY-COMPLIANT RECORDS

Task: Document the informal warning factually in line with company policy and without prejudice.

Owner: HR

Priority: High

Due date: At or soon after 22 September 2025 discussion

Evidence required: Formal record of informal warning confirming accurate facts, policy references, and no assumptions on sanction or dismissal.

Status: Completed

Completion notes: Compliance with policy confirmed; record kept factual and balanced.

Continued

Informal Performance Warning Checklist

5. FOLLOW-UP AND EMPLOYEE OPPORTUNITY TO RESPOND

Task: Ensure employee has opportunity to discuss or respond to informal warning and expectations.

Owner: Line Manager and HR

Priority: Medium

Due date: Before 01 November 2025 review

Evidence required: Correspondence or notes confirming employee engagement and any feedback provided.

Status: Pending

Completion notes: Awaiting confirmation of employee response or further discussion notes.

6. PREPARE FOR REVIEW MEETING AND NEXT STEPS

Task: Review evidence of improvement or continuing concerns before scheduled review.

Owner: Line Manager and HR

Priority: Medium

Due date: Before 01 November 2025

Evidence required: Performance data, incident ticket audits, communications records from deployment and on-call duties.

Status: Pending

Completion notes: Review preparation ongoing; ensure comprehensive evidence is available.

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Informal Performance Warning Checklist

7. CONFIRM COMPLETION AND FILING OF WARNING DOCUMENTATION

Task: Finalise and file informal warning documentation in employee personnel record.

Owner: HR

Priority: Medium

Due date: After completion of 01 November 2025 review

Evidence required: Signed and dated informal warning documentation and review notes.

Status: Pending

Completion notes: Filing to follow completion of performance review meeting.

8. SAFEGUARDS AND COMPLIANCE CHECKS

Task: Verify all steps comply with internal policies and legal requirements before finalising documents.

Owner: HR

Priority: High

Due date: Ongoing until formal closure of informal warning process

Evidence required: Confirmation of policy compliance check and advice sought if necessary (e.g. protected rights or dismissal risk).

Status: Ongoing

Completion notes: Employer responsibility to confirm compliance and seek specialist advice where needed.