

Aidan Shah
Software Developer
Employer HR file

Date: 14 July 2026
Our Reference: IPWR/B5874BD3
Document Type: HR record

Informal Performance Warning Record

1. CASE SUMMARY

This record details the informal performance warning issued to Aidan Shah, Software Developer, concerning repeated issues related to deployment procedures. An informal discussion was held on 22 September 2025 to address concerns over stakeholder communication and deployment process documentation. The position and improvements required are due for review on 1 November 2025.

2. BACKGROUND

Aidan Shah holds the role of Software Developer with HRHeaven QA Sample Employer. Concerns were raised due to recurring incidents where deployments proceeded without adequate notification to stakeholders and lacked documented rollback steps. These incidents reportedly incurred increased resolution times and additional demands on the on-call rota workload, affecting team operations and service continuity.

3. INFORMATION CONSIDERED

The informal discussion on 22 September 2025 focused on the specific concerns regarding deployment practices. Key points included the importance of timely notification to stakeholders prior to incidents or deployments and the necessity to document rollback and mitigation steps clearly in incident tickets. Additionally, expectations regarding responsiveness to on-call pages were discussed, specifically response times within 30 minutes during scheduled rota periods. There is no new evidence attached to this record at present. The employer is advised to review relevant evidence and policies to ensure alignment with this record and decision.

HR RECORD 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

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4. DECISION

Following the informal discussion, it was decided to issue an informal performance warning to Aidan Shah. This warning aims to highlight the performance concerns formally but remains a supportive measure intended to facilitate improvement rather than disciplinary action. The employee is expected to implement the agreed improvements promptly.

5. REASONS

The decision to issue an informal performance warning arises from the need to address ongoing performance issues linked to deployment communications and incident response protocols. Failure to notify stakeholders timely and to document rollback procedures has led to increased resolution time and added pressure on the on-call team. Clarifying these expectations and monitoring improvement is intended to maintain operational standards and team efficiency.

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6. FOLLOW-UP ACTIONS

A formal review of the warning and the employee's performance will take place on 1 November 2025 to assess progress. The employee is expected to consistently provide timely notifications for incidents and deployments, ensure rollback and mitigation steps are documented in incident tickets, and respond to on-call pages within 30 minutes during rota windows.

It is recommended that the employer assigns ownership of these follow-up actions and diaries the review date to ensure compliance with the process and fair treatment.

The employer should also maintain the factual nature of this record, adhere to internal performance management procedures, and consult specialist advice if there are any protected-rights considerations or risks of dismissal involved.

7. AUDIT INFORMATION

Record created on 14 July 2026 by HRHeaven QA Sample Employer.

Reference: HRA-B5874BD3.

Employee: Aidan Shah, Software Developer.

Informal performance discussion held on 22 September 2025.

Next review scheduled for 1 November 2025.