

## Guidance Note on Performance in the HSE

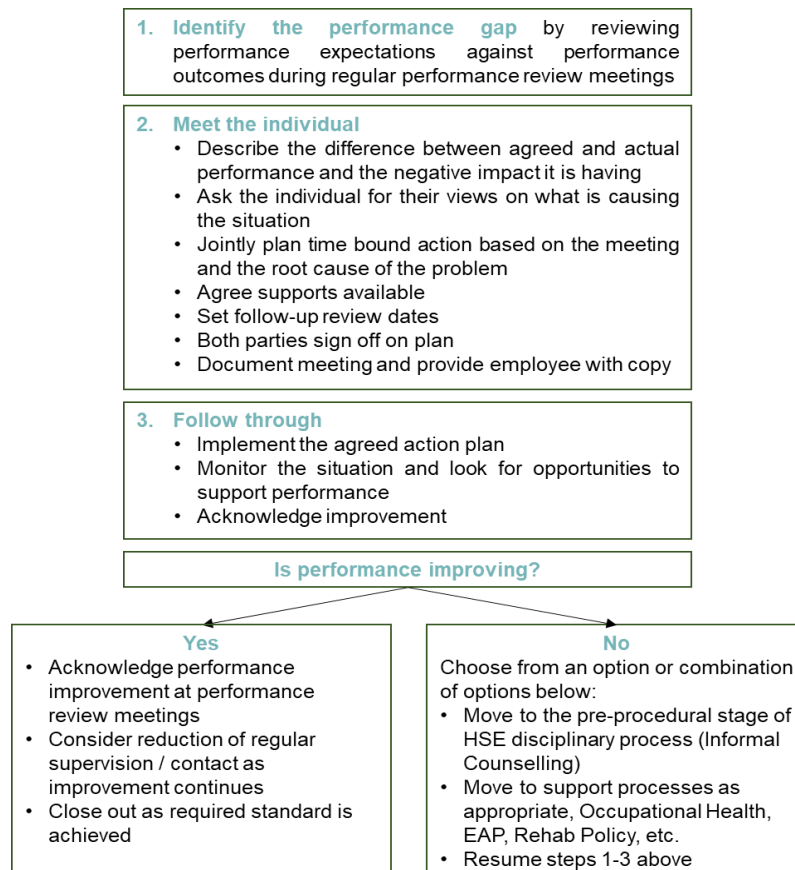
Performance Achievement is a mandatory process for all Staff in HSE & Section 38 Funded Agencies, whose objective is to improve organisational performance through the development of the skills and capabilities of staff. Professional Development Planning is accepted as Performance Achievement for Nurses and Midwives.

Performance Achievement is not a performance review meeting or a form of staff appraisal nor does it form part of the Disciplinary Procedure for Employees of the HSE. As per HSE contract of employment Performance Review Meetings should take place by way of one to one regular operational catch up meetings between staff and line managers.

Any matters relating to the underperformance of a staff member or perceived shortcomings in work standards, conduct or attendance should be managed through the HSE's Disciplinary Procedure, not through the Performance Achievement process.

Underperformance occurs when there is ongoing failure to meet the standards of performance reasonably expected at the level in which a staff member is employed.

### Managing Underperformance:



### Useful Relevant Resources:

- [HSE Performance Achievement Policy](#)
- [HSE Disciplinary Procedure](#)
- [Professional Development Plan for Nurses & Midwives](#)
- [Employee Assistance Programme](#)
- [Occupational Health](#)
- [HSeLanD Conducting an Informal Counselling Meeting](#)
- [HSeLanD Performance Achievement Hub](#)
- [HSeLanD Professional Development Planning Tool](#)
- [HSeLanD i-START Hub](#)
- [HSE Employee Handbook](#)