



LAFAYETTE PARISH SCHOOL SYSTEM

7 STEP - PERFORMANCE COUNSELING PROCESS

- 1) IDENTIFY AND COMMUNICATE THE MESSAGE THAT PERFORMANCE DOES NOT MEET SATISFACTORY LEVELS.
- 2) IDENTIFY SPECIFIC AREAS IN WHICH PERFORMANCE IS DEFICIENT.
- 3) EXPLAIN WHAT SATISFACTORY PERFORMANCE WOULD BE IN THE AREA DESCRIBED.
- 4) EXPLAIN CONSEQUENCES OF FAILURE TO ACHIEVE OR IMPROVE PERFORMANCE TO SATISFACTORY LEVELS. ALWAYS NOTE THAT FURTHER DISCIPLINARY ACTIONS WILL BE TAKEN IF PERFORMANCE DOES NOT IMPROVE OR DETERIORATES IN OTHER AREAS. FURTHER DISCIPLINE COULD INCLUDE TERMINATION OF EMPLOYMENT OR RECOMMENDATION THAT EMPLOYMENT BE TERMINATED.
- 5) EXPLAIN WHAT SUPPORT, TRAINING, AND RESOURCES (IF APPROPRIATE) WILL BE MADE AVAILABLE TO HELP THE INDIVIDUAL.
- 6) PROVIDE A REASONABLE TIME FRAME TO IMPROVE PERFORMANCE TO SATISFACTORY LEVELS. SPECIFIC PERIODIC FEEDBACK DURING THE ENTIRE PROCESS SHOULD BE OFFERED. (POSITIVE AND CONSTRUCTIVE). IN MOST CASES IMMEDIATE STEPS CAN BE TAKEN TO CORRECT THE PERFORMANCE ISSUE. REMIND THE EMPLOYEE THAT IMPROVEMENT MUST BE SUSTAINED, ONCE IT IS IMPROVED.
- 7) OFFER PERSONAL ASSISTANCE AND FOLLOW-UP AS REQUIRED.

SEEK HUMAN RESOURCES SUPPORT AND GUIDANCE ON ANY CORRECTIVE ACTION THAT YOU WISH TO TAKE WITH THE EMPLOYEE.