**Formal Capability Process
Stage 3**

Consult with HR and invite employee to
Formal Meeting (Stage 3)
in writing
[link to template letter]

Employee confirms the names of any
witnesses and submits any evidence

Formal Meeting (Stage 3)
Meeting held between the Head of
Institution or nominated deputy/
alternative and employee (who may be
accompanied by a work colleague or
trade union rep). HR also present for
procedural advise.

Meeting to include:
-Introductions
-Presentation of the case
-Employee's response

Head of Institution decides
if further action is required

No further action to
be taken. Employee
informed in writing

Issue first or final
Improvement Notice
(if one is not already
active)

Consider
alternatives to dismissal and
confirm in writing

Dismiss on grounds of
capability

Outcome and right of
appeal confirmed in
writing