Redundancy selection assessment form

Employee information

Name	*Joe Bloggs*

Employment information

Job title	*Widget fitter*
Description of current duties	*Fits widgets*
Duties specified in the contract	*Fit widgets and other duties as reasonably required*
Start date	23 November 2008
Continuous service	12 years
Sickness absence	Number of working days in last 24 months: 10 Number of periods of absence in last 24: 4
Disciplinary record	Details of any disciplinary action taken in the last 24 months: informal warning for swearing at work in July 2019

Employee assessment

Criterion	**Score**	**Weighting**	**Total (max score)**	**Notes and queries**
Length of service	5	10%	0.5 (0.5)	Long service
Performance and skills	4	15%	0.6 (0.75)	Satisfactory, not stella
Experience	4	5%	0.2 (0.25)	Ditto
Attendance records	3	10%	0.3 (0.5)	Not great TBH
Time-keeping	3	5%	0.15 (0.25)	Occasionally late; sometimes leaves early for his diabetes medication
Disciplinary record	3	5%	0.15	Recent informal

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			(0.25)	warning
Attitude/fit in work	1	50%	0.5 (2.5)	No oomph – just turns up for the wage and works to rule; little ambition; seems too old in his ways
Total score	2 (max score = 5)			

Scoring

1 = Poor	2 = Below average	3 = Average	4 = Good	5 = Excellent

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