

Redundancy selection assessment form

Employee information

Name	Joe Bloggs
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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

			(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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