

Redundancy Selection Matrix

[NB: Companies should have additional guidance and training for managers completing these assessments to ensure they are consistent and objective. There may also be some matters which need to be ignored in the assessment such as family leave/leave related to disabilities and guidance should be clear on this for managers.]

Employee Name	
Department/Sector	
Job Title	

Scoring:

1: Very poor, 2: Poor, 3: Average, 4: Good, 5: Excellent.

Weighting:

Each of the criteria is weighted to take account of importance as set out below. Scores are, therefore, increased/decreased by the appropriate percentage to reach the sub-total.

Assessment

Criterion	Score	Weighting	Sub-Total	Comments
Performance		[NUMBER]%		
Skills/Experience		[NUMBER]%		
Attendance Record		[NUMBER]%		
Time-Keeping		[NUMBER]%		
Disciplinary Record		[NUMBER]%		

[Insert other selection criteria to be used]		[NUMBER]%		
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TOTAL	
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THIS SECTION IS TO BE COMPLETED FOLLOWING CONSULTATION WITH THE EMPLOYEE

Employee's Comments	
Scoring [Manager's][Managers'] Comments	

Scoring Manager[s]:

Name[s] Signature[s] Date

[Reviewing Manager:

Name Signature Date]

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