

Redundancy Matrix

Name:

Job Title:

/Team:

**CRITERIA**

**1**

**Comments and Justification**

Relevant qualifications *i.e. the essential or desirable qualifications for the post*

Job performance *(has the individual met objectives/targets for the period?)*

Experience *(scores should reflect the individual's depth and breadth of experience that is relevant to the job)*

Skills *(score should relate to skills that are relevant to the job)*

Time keeping

Absence (in the last 12 months)\*  
SEE NOTE BELOW

Disciplinary record \*\*  
SEE NOTE BELOW

**TOTAL**

(Maximum available/personal score)

S

A

M

P

L

E

S

A

M

P

L

E

Form completed by:

**KEY TO SCORING**

1	Be
2	Me
3	Me
4	Ex

**EXPLANATORY NOTES**

*Absence in last 12 months	Abse • • • will r
10 days +	1
6-9 days	2
2-5 days	3
0-1 day	4

** Disciplinary/capability procedure record	Only
Final written warning	1
Written warning	2
Verbal warning	3
No disciplinary warnings	4

leave, paternity leave or  
ly leave; or  
in accordance with the  
virus guidance

en into account.