mimansa
RESEARCH & ADVISORY

PLAYBOOK · FROM FIRST SLIP TO FAIR DECISION

First Signs Checklist



Fill this before you talk to anyone. Facts only.

TEAM MEMBER
e.g. e.g. Ravi K.

ROLE
e.g. Support lead

MANAGER

DATE
e.g. e.g. 4 August

DATE	TASK	WHAT WAS MISSED
21 July	*Weekly report*	*Two days late*

TICK WHAT IS TRUE

- ☐ I have seen three or more slips in two to three weeks.
- ☐ The slips are about the work, not about style.
- ☐ The goals, team or tools have changed lately.
- ☐ I have not yet said anything clear to them.
- ☐ Their work was good before this.

WHAT NEXT?

◯ Watch one more week ◯ Give clear feedback now ◯ Talk to the HRBP

If you ticked the last box, start by asking what changed.

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