Extension Material 7.4

Example of a generic redundancy selection matrix

Criteria	Weighting	Points				Points allocated
Length of service	1	0–2 years	2–5 years	5–10 years	10 years plus	
		1	2	3	4	
Disciplinary record	1	Clean record	Verbal warning	Written warning	Final written warning	
		0	–1	–2	–3	
Quality of work	3	Acceptable	Good	Very good	Excellent	
		1	2	3	4	
Initiative and reliability	2	Below expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations	
		0	2	3	4	
Potential	3	Is unlikely to develop further	Shows limited potential	Has significant potential	Is a star of the future	
		0	2	3	4	

Notes
1. There can be additional criteria depending on what is considered relevant and important.
2. Weighting—unless you weight criteria they will have the same impact unless the rating/points scale changes for each of the criteria.
3. It is important that the choice of weighting/rating/points scale results in sufficient discrimination in the overall points allocated otherwise those considered as potential for redundancy will be too closely grouped together.