

Attendance Management

Do's & Don'ts



Do's

- Allow adequate time for the hearing.
- Ensure the hearing takes place in a private room, where there will be no interruptions.
- Take a colleague in.
- Check that the employee is aware of their right to be accompanied, and if they are accompanied, check that the person is a colleague or TU rep.
- Stress that a formal hearing should be seen in a positive way, in order to help an individual improve.
- Listen carefully.
- Be objective.
- Ask open questions.
- Stay calm.
- Take notes. (Template available from Employ Easily)
- Adjourn to consider information provided by employee.
- Confirm your decision in writing (via Employ Easily), regardless of the outcome.



Don'ts

- Go into the hearing with your mind already made up.
- Jump to conclusions.
- Give any decision during the hearing.