

Stages of Interview

A disciplinary interview is management's call. Action is taken in a two-step process.

1. Establishing the facts of the case: this involves gathering facts either by collection of data or interviewing witnesses. Information must be reviewed with employee present who has opportunity to question witnesses, present own side of the case, call own witnesses.
2. Administering the disciplinary sanction: this involves making the employee aware of the need for the disciplinary action, the sanction and its effects and the expectations of future behaviour.

N.B. Firms that operate without a formal disciplinary procedure will have problems defending any legal action for unfair dismissal.

Disciplinary Interview

J Elliott



Disciplinary Interview:

The Disciplinary Interview Alan Fowler, 1998 The Disciplinary Interview will ensure you adopt the correct procedures conduct productive interviews and manage the outcome with confidence It offers step by step guidance on the whole process including understanding the legal implications investigating the facts presenting the management case probing the employee s case diffusing conflict through skilful listening and questioning distinguishing between conduct and competence weighing up the alternatives dismissing or dropping the case disciplining and improving performance through counselling and training

Mastering Workplace Disciplinary Interviewing Nana Yaw Oppong, 2017 It is very common to hear that human resources is the most valuable asset of an organisation This means employees are indispensable workplace components of resources for achieving organisational success However the same resources can become a very expensive form of inventory to keep expensive because they become counter productive due to their undesirable behaviours which could reflect job performance absenteeism or most significantly misconduct Disciplinary policy and procedures are therefore necessary tools to deal with employees who may act contrary to the behavioural and performance expectations of the organisation and therefore attempt to derail the objectives of the organisation The book comes in handy for all those who perform human resource management It is a companion to boost the confidence in handling not only the interview but also to recommend the appropriate actions and effectively prepare related documents The book is divided into eight parts each part dealing with a unique aspect of the disciplinary process Part One introduces the book and outlines the need for the book to help deal with conflicts that may arise as part of the employee employer working relationship Part Two outlines and explains the grounds for discipline emphasising three main areas incapacity or under performance misconduct and absence Part Three opens with the main object of the book the disciplinary interview and considers the preparation stage discussing the various steps and requirements while Part Four advances the process further how the disciplinary interview is conducted on the day of the hearing Part Five looks at the possible actions corrective measures or punishments that could be taken based on the disciplinary panel committees findings with Part Six focusing on the after the interview period by communicating the decision in writing to the employee Part Seven provides important guidelines for handling redundancies and pronouncing actions that will not degenerate into court claims Part Eight concludes the book by providing important sources of advice for both employers and employees on industrial relations especially with regard to disputes and perceived unfair and or wrongful dismissals Fourteen appendices provide documents relating to the various aspects of the subject to offer hassle free production of each document

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