

# How to Conduct an Initial Attendance Review Meeting

This meeting is to be held between the employee and line manager. The employee has the right to be accompanied by a work colleague or Trade Union Representative.

## Step 1 – Preparation

- 1) Gather relevant information
- 2) Arrange an appropriate date, time and venue
- 3) Send invite letter with 7 days notice (template letter can be found on oneHR)

## Step 2 – Meeting

- 1) Follow Initial Attendance Review meeting guidelines form (template can be found on oneHR)
- 2) Make notes during meeting
- 3) Employee and manager sign guidelines form

## Step 3 – After the Meeting

- 1) Use the guideline notes to formulate the outcome letter (template letter can be found on oneHR)
- 2) Ensure outcome letter is sent within 7 days of the meeting being held
- 3) Keep copies of invite letter, guideline form and outcome letter on personal file

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