

Follow Up

Supervision (3 Supervision every year from the start date)

- All Supervision form fully completed
- All Supervision form signed and dated by the Supervisor and supervisee
- No action plan identified in the supervision form
- Action plan discussed followed up within the deadline agreed
- Action Plan is signed off by the HR Manager, confirming it's all followed up
- Extend the Action Plan deadline where needed and explain why extending the deadline such as would like to enrol in Qualification where Intake is fixed.
- Next Supervision followed up based on the reminder set date
- Last supervision Action plan discussed in current supervision to make sure the supervisee is satisfied with the action taken.
- If there is break in employment due to long sickness / Maternity or whatever reason should be explained for the missed supervisions.
- Applicant name match with all documents

Appraisal

- Annual Appraisal from the contract start month uploaded
- Appraisal form fully filled and signed and dated by the HR team
- No Action plan in the supervision
- Appraisal form signed and dated by the employee
- Action plan discussed and agreed should be written in the appraisal form
- Action plan completed within the deadline and signed off after completion by HR team
- If the action plan is not completed within the deadline then extension should be applied and state, the reason why extension have been applied.
- Appraisal should be reflected with the last Appraisal outcomes/ actions plans where applicable.
- Employee name match with all documents

Disciplinary

- No Disciplinary issued
- Disciplinary Issued, dated and signed by the person issued the Disciplinary and the employee involved
- Action plan discussed and agreed, signed, dated by both parties and along with the deadline
- Follow up action carried out such as Observation / Spot checks document uploaded in the system.
- Action Plan completed within the deadline and signed off by the HR Team / Care Manager.
- Employee name match with all documents

Grievance

- No Grievance raised
- If there any grievance raised, then all the relevant documents (Grievance raised copy (If letter or email), Acknowledgment Letter, Meeting minutes and outcome of Grievance is satisfied if not satisfied then the follow up on further procedures and outcomes) to be uploaded in Mobizio
- All the relevant forms and letters signed and dated by the Employee and the Manager.
- Employee name match with all documents

Compliments, Rewards, Awards and Value-Added Perk

- Number of Compliments uploaded in the system _____
- Number of Rewards uploaded in the system _____
- Number of Awards uploaded in the system _____
- Number of Value-added Perk uploaded in the system _____
- Applicant name match with all documents

Spot Checks / Infection Control Measures

- Spot checks form filled, signed and dated by the supervisor
- Action plan mentioned in the spot check for care worker
- Action plan actioned
- Applicant name match with all documents

Survey

- Annual Survey uploaded in the system
- Applicant name match with all documents

Exit Interview

- Exit Interview form uploaded, signed by the HR Manger