



Employee Interviews – Managing Discord

1. Appraisal Interview

It is necessary to set aside time to meet with employees to give and receive feedback. You need to discuss "What's going right?" It is important to make sure the perceptions and objectives of both the employer and employee are matched.

2. Counselling Interview

This interview sets clear objectives, including: clarifying what the problems are, encouraging the employee to supply the solutions, set clear time frames for the changes to be made.

3. Discipline Interview

If a counselling interview fails to produce improved performance or a change in the behaviour of an employee, the next and final stage before dismissal is the discipline interview. It's time to make the employee take responsibility for his or her actions and make the choice as to their future.