



1.0 PURPOSE

This Policy is about staff retention. It is our aim at Constance Care to retain and manage a well balanced and happy team. To achieve this we have the following in place.

2.0 SCOPE

No matter who our employee is we will strive to ensure they are motivated and well trained. We will look at the skills mix of employees and endeavour to utilise this to offer the best service possible.

3.0 REQUIREMENTS

We will ensure our employee records are kept confidential, and only share information on a need to know basis internally.

4.0 RELATED DOCUMENTS

- Exit Interview Questionnaire CCF-77
- Person Assisting with Interview CCF-076
- Application Forms CCF-033, CCF-033a, CCF-033b, CCF-033c
- Health Questionnaire CCF-034
- Interview Checklist CCF-035
- Interview Assessment CCF-100
- Reference Back Sheet CCF-040
- New Employee Details CCF-.041
- Contract of Employment Home Carer CCF-042
- Contract of Employment Management CCF-043
- Staff Appraisal CCF-047
- Supervision CCF-067
- Recruitment Monitoring Form CCF-049
- Unsuccessful Letter CCF-085
- Criminal Declaration Form CCF-086
- Person Specification CCF-101
- Appraisal CCWI-015-001
- Supervision CCWI-015-002

5.0 METHOD



To read the full document please contact our head office.