



THE MAIN INTERVIEWS WITH THE EMPLOYEE



Interviews concerning all employees





Professional interview

Subject

- Discuss the employee's professional development

Terms and conditions

- Every two years
- Upon the employee's return from a long absence

In the absence of organisation

Please note that this interview is compulsory!

- Compensation for any damage caused to the employee
- Contribution of €3,000 to the employee's personal training account for companies with at least 50 employees





Performance review

Subject

- Assess the employee's performance and skills

Terms and conditions

The employer determines them at his discretion, provided that they are:

- non-discriminatory
- non-random
- non-vexatious

In the absence of organisation

Please note that this interview is optional, but if it is not organised, it will be difficult to prove that the employee is professionally insufficient.

Furthermore, if the employee refuses to participate in the interview, the employer may initiate disciplinary proceedings.



Specific interviews for certain categories of employees





Interview for employees working with reference to an annual number of working days

Subject

- Monitoring workload and key implications for employees

Terms and conditions

- Periodicity set by the collective agreement or, in the absence thereof, annually
- Mandatory themes set by the collective agreement or, in the absence thereof, the Labour Code

In the absence of organisation

Please note that this interview is compulsory!

- The annual fixed-day scheme agreement is unenforceable against the employee, who may request back pay for overtime worked during the period of unenforceability.





Teleworking interview

Subject

- Discuss the working conditions and workload of remote workers

Terms and conditions

- At least once a year

In the absence of organisation

Please note that this interview is mandatory!

- Failure to organise it does not result in any specific penalty, but the employee may seek damages to compensate for any prejudice suffered.





Individual interview at the start of the mandate

Subject

Define the practical terms and conditions for exercising the mandate (trade union or social and economic committee) within the company with regard to the employee's employment.

Terms and conditions

- To be completed at the start of the mandate
- The employee may be assisted by a person of his choice from among the company's staff

In the absence of organisation

Please note that this interview is mandatory if the employee requests it from the employer

- Compensation for any damage suffered by the employee



We are at your disposal to assist you in
conducting interviews with your
employees



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