

7 Top Tips for Managing an Employment Tribunal Claim

1. Complete and return the ET3 (employer response) within 28 days of receiving the ET1 (employee claim) otherwise there may be a default judgement against you. If you are struggling to comply with the deadline ask for a 28 day extension in writing as soon as possible.
2. Comply with all the written instructions/orders within time provided by the Employment Tribunal office.
3. Wherever possible, work with the ACAS conciliator to try and settle the case; it will save you lots of stress, time and money.
4. Gather together all the documents that can help you demonstrate the actions you have taken against the employee. Ask the employee or their representative in writing for any documents they may have. Work together to prepare the trial bundle.
5. Organise any witnesses and prepare witness statements.
6. Ensure on the day of the hearing you turn up at least half an hour before the start to ensure all the tribunal admin is completed.
7. During the hearing always be respectful of the tribunal panel and the other side, give true accounts of the situation and answer questions honestly.

For assistance with a tribunal claim in part or in full call SJ Beale HR Consult Ltd on 07762 771290 or email info@sjbealehrconsult.co.uk