HR and Employee Relations Meeting Solutions

Official records for: Employee Interviews ● Grievance Hearings Disciplinary Meetings ● Fact Finding Investigations ● Tribunals Case Conferences ● Court Proceedings

The Importance of Taking HR Notes

Grievance and disciplinary meetings can be challenging and time-consuming. They require accurate notes for efficient case management and any possible disciplinary action that may ensue. Taking your own notes whilst chairing a meeting can be difficult and distracting. Sometimes the task is given to people who have no specific skills for producing written contemporaneous records. As employees get more and more litigious, it is of great benefit to many companies to obtain a swiftly produced (within 24 hours if required) official record transcript that is produced by a professional, independent, expert transcript provider.

Our Specialist HR Services

Through our experience of working with multiple users within HR and ER departments we have developed a range of niche HR services to support your day-to-day tasks and protect your business. The quality and information security of Appen's transcription and note taking services are assured through our ISO 9001, ISO 27001 and Cyber Essentials certification.

Bespoke to your needs

Step 1 Select your note style and service requirements:

- **Verbatim** – official record transcript
- **Summary** – notes, minutes
- **Choice of template**

Step 2 Select your preferred method:

- **Record the meeting dialogue using a digital handheld recorder** – required for verbatim transcripts
- **Attendee Note Taker (in person or via a phone call)** for situations where an audio recording may not be permitted, or for summary notes only

Step 3 Select your turnaround style:

From 24 hours to 5 days

Step 4 Select your delivery method:

- **Email**
- **Secure file transfer**

Step 5 Request a quotation

Our rates start from just £1.65 per minute for our verbatim transcription service. Tailored solutions and pricing for the full range of meeting support services on request.

CERTIFIED INFORMATION SECURITY MANAGEMENT SYSTEM — UNITED REGISTRAR OF SYSTEMS — URS ISO 27001

CERTIFIED QUALITY MANAGEMENT SYSTEM — UNITED REGISTRAR OF SYSTEMS — URS ISO 9001

CYBER ESSENTIALS

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