

Rosa Alvarez
HR Advisor
Employer HR file

Date: 14 July 2026
Our Reference: OC/C4799E89
Document Type: Checklist

Objectives Review Checklist

1. OBJECTIVES REVIEW CHECKLIST FOR ROSA ALVAREZ

Task: Define clear and measurable objective to reduce average unload-to-dispatch turnaround time on peak service loads.

Owner: Assign monitoring and review responsibility to the relevant line manager or HR Advisor as agreed. Employer to confirm ownership.

Priority: To be confirmed by employer; recommend setting priority to reflect operational criticality and resource allocation.

Due date: 14 July 2026 for objective setting; interim progress review scheduled for 20 March 2026 (currently overdue).

Evidence required: Weekly depot reports detailing average turnaround times for peak loads, percentage of loads meeting the under-13-minute target, and incident reports relating to safety or driver-hours compliance. Employer to confirm access to reports.

Status: In progress. Objective created on 14 July 2026; progress review planned but overdue as of 20 March 2026.

Completion notes: Ensure that weekly data is collated accurately and safety and compliance metrics are reviewed. Confirm that support arrangements are active, including temporary coordinator presence during peak hours, crew briefing sessions, monthly coaching with Ravi, and HR support for tracking metrics and reporting. Review progress at next scheduled date and update this checklist accordingly.

 CHECKLIST DETAILS

Employee
Rosa Alvarez

Role
HR Advisor

Case type
Set Objectives / KPIs

Reference
HRA-C4799E89

 KEY DATES

Completed
14 July 2026

First review
20 March 2026

Continued

Objectives Review Checklist**2. SUPPORT AND MONITORING ARRANGEMENTS**

Support includes an additional temporary agency coordinator during peak hours to assist with workload management.

A one-day crew briefing on new loading routines has been provided to align team practices with objectives.

Monthly coaching sessions conducted by Ravi offer ongoing guidance and facilitate problem-solving.

Human Resources provide assistance with tracking key metrics and producing weekly reports to maintain transparency and accountability.

Employer to verify that these support measures are in place and documented as part of the monitoring process.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the objectives record and confirm it reflects the agreed facts.	HR	20 March 2026	Completion note or supporting evidence	Open
Review the objectives review checklist and confirm it reflects the agreed facts.	HR	20 March 2026	Completion note or supporting evidence	Open
Objectives Review Date is due on 20 March 2026.	HR	20 March 2026	Completion note or supporting evidence	Open
Record suitable support and a clear review point for the objective.	HR	20 March 2026	Completion note or supporting evidence	Open
Review the Set Objectives / KPIs record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	20 March 2026	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	20 March 2026	Completion note or supporting evidence	Open

Continued

Objectives Review Checklist

3. REVIEW AND NEXT STEPS

Confirm the priority level of the objective with the managing team to ensure adequate focus and resource allocation.

Confirm who owns the ongoing review and follow-up of the objective's progress, including receipt and interpretation of reports.

Review the objectives record to confirm it accurately reflects agreed facts and progress to date.

Carry out the overdue progress review promptly to assess the success of the support measures and identify any adjustments required.

Document findings and update this checklist accordingly to maintain a clear audit trail for HR and management reference.

Ensure all relevant parties are briefed on current status and upcoming steps for continued improvement.