**Termination Checklist**

1. Review supervisor's documentation with senior management or an attorney.

A) Have one VALID business reason

B) Separate emotion from fact, use specifics

C) Prepare final paycheck

D) Complete necessary personnel documents and termination report

2. Prepare for the interview.

A) Anticipate reaction, have witness present

B) Select the time and place

C) Roleplay the actual firing to ensure all facts, info, and forms have been thought through and are available

3. Notify the employee.

A) Consider timing, but do not procrastinate! It only gets tougher.

B) Have all present as required: employee, supervisor, management

C) Use business setting away from the work area in private

4. Tell them the truth!

A) Be brief, concise and businesslike; not more than ten minutes

B) If you do use a reason, use one VALID reason, although none is required for an at-will employee.

C) Be tactful, avoid emotion and put-downs

D) Make decision final with no promises for future

E) Allow the employee to respond briefly. Be a good listener.

5. Follow through.

A) Obtain or make arrangements for return of company property

B) Discuss severance pay, benefits, final check, future reference checks, and COBRA benefits

C) If not immediate firing, inform final date and time

D) Outplacement counseling and/or future reference checks

E) Escort from building if emotional or sensitive position