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## Termination Checklist

Each involuntary separation is different just as each individual employee is different. Some terminations will be swift and careful. At other times, employees may receive 3-months' notice of a termination. Above all, remember that your employees are real people with bills to pay or families who depend on them.

TO DO	DATE COMPLETED	INITIALS
Review applicable policies/procedures/practices for the situation.		
Develop plan for work/business continuity if critical role.		
Consult with HR partner and, if necessary, legal counsel.		
Determine if you will offer a separation package. Review applicable benefits plan(s). Ensure preparation.		
Determine if career transition services will be provided.		
Determine if you will use a written separation letter.		
Identify all company property in the employee's possession (computer, laptop, cell phone, proprietary information or documents, flash drives, equipment used for home office...)		
Determine day, time and location of separation meeting.		
Identify all system access and permissions and ensure access/permissions are disabled at, during or immediately following the separation meeting.		
Determine how employee will retrieve personal belongings.		
Determine whether employee will be immediately escorted off company property or out of the building.		
Conduct safety assessment to identify whether employee may possibly harm self, you or co-workers upon notification of separation. Consider EAP referral, as applicable.		
Conduct damage assessment to determine whether employee may damage company property or proprietary information.		
Determine whether an escort is needed to monitor employee following the separation meeting.		
Conduct meeting with witness. Be prepared to answer questions about benefits, personal belongings, separation package, next steps, etc. Alternatively, refer employee to HR for assistance with further questions.		
Remind employee of confidentiality obligations pertaining to proprietary information/trade secrets.		
Collect company equipment/devices, ID badges and any passwords used to access devices or company systems.		
Schedule exit interview.		

### Objectives



- Reduce costly employment claims
- Ensure HR and leadership partner effectively
- Streamline processes and procedures
- Be legally compliant
- Ensure knowledge transfer and business continuity
- Properly evaluate separation risk on an individual basis.
- Ensure individual accountability for each step of the process.