|  |  |  |  |
| --- | --- | --- | --- |
| Pre Termination | YES | NO | N/A |
| **Employee file preparation** |  |  |  |
| Review Employment Contract – Decide on package to be offered |  |  |  |
| Ensure any outstanding money issues have been resolved (e.g. emergency loans for employees, expenses, etc.) |  |  |  |
| Consider using outplacement services |  |  |  |
| Decide if you require on-site support |  |  |  |
| Prepare termination letter |  |  |  |
| Determine who will conduct the termination |  |  |  |
| Prepare for the termination discussion |  |  |  |
| Prepared a private meeting place |  |  |  |
| **During the Termination Process** | | | |
| Confirm meeting aspects including: employee availability, meeting space, manager availability, on-site professional briefed, termination package ready |  |  |  |
| Inform on-site outplacement professional in all aspects of the role |  |  |  |
| Conduct termination meeting |  |  |  |
| Arrange for a dignified and safe exit from place of employment |  |  |  |
| Arrange for personal belongings to be picked up |  |  |  |
| **Directly Following The Termination** | | | |
| Secure company property and assets |  |  |  |
| Manager to notify immediate team members |  |  |  |
| HR/Leadership to inform the balance of the company |  |  |  |
| Notify the payroll department |  |  |  |
| Notify company’s benefits, pension and other relevant providers |  |  |  |
| Ensure all documentation has been put in the employee’s file |  |  |  |
| **Later Follow Up** |  |  |  |
| Follow Up with outplacement services |  |  |  |
| Work with HR/Legal Professionals to resolve any termination concerns |  |  |  |