

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_  
 HIRE DATE \_\_\_\_\_ TERMINATION DATE \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

ITEM	YES	NO	NOTES
1. A private place for the meeting is scheduled			
2. A member of management has agreed to attend the termination meeting.			
3. The time of the termination meeting is scheduled when it will minimize the employee's contact with co-workers following the meeting.			
4. The room for the termination meeting is set up safely in the event there is problem.			
5. The termination meeting room has Kleenex in case the employee loses their composure.			
6. Security measures are in place to ensure the employee has no access to computers and other systems following the termination meeting.			
7. Arrangements have been made to change door locks and security access codes as needed.			
8. Supervisory arrangements have been made to allow the employee to clean out their desk and/or office.			
9. There's a container (box) available for the employee to use to pack their personal belongings.			
10. All of the termination documents are completed.			
11. An outline of the planned meeting discussion points is complete and has been reviewed.			
12. What will be discussed with the terminating employee has been reviewed and approved by human resources or legal counsel.			
13. The reason for termination can be clearly discussed with the employee during the termination meeting.			
14. Final pay and date of payment has been reviewed and will be easy to convey to the employee.			
15. Benefit plans and continuation rights have been reviewed and will be conveyed to the employee.			
16. A member of management is assigned to escort the employee out following the meeting.			

**SEPARATION MEETING CHECKLIST**

ITEM	YES	NO	NOTES
17. A checklist of the employee's current projects or action items pending have been reviewed prior to the termination meeting.			
18. During the meeting there is a checklist to secure the employee's pass words and/or pass codes.			
19. The employee's Company Property on Loan has been provided and arrangements for return of the property have been made.			
20. A member of management has been designated to speak to the remaining employees following the employee's departure.			
21. What will be said to the remaining employees has been reviewed and approved by human resources or legal counsel.			
22. A meeting is scheduled with the employee(s) who will be responsible for the terminated employee's job duties while a replace is sought.			

**DISCHARGE MEETING ATTENDEES**

NAME	NOTIFIED ON	WILL / WILL NOT ATTEND
1.		
2.		
3.		

**DISCHARGE MEETING TIPS**

- Keep the meeting short and focused (10-15 minutes at the most).
- Be certain the employee is clear that the decision is final.
- Don't try to lighten the tension with humor.
- Keep the meeting professional.
- Don't defend or blame yourself or the company.
- Allow the employee to ask questions.
- Be prepared for emotional reactions.
- Don't underestimate an employee's emotions or reactions.
- Say something positive about the employee.
- Don't be defensive or argumentative.
- Maintain the confidentiality.
- Don't discuss the details of the termination co-workers.

**MANAGER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_