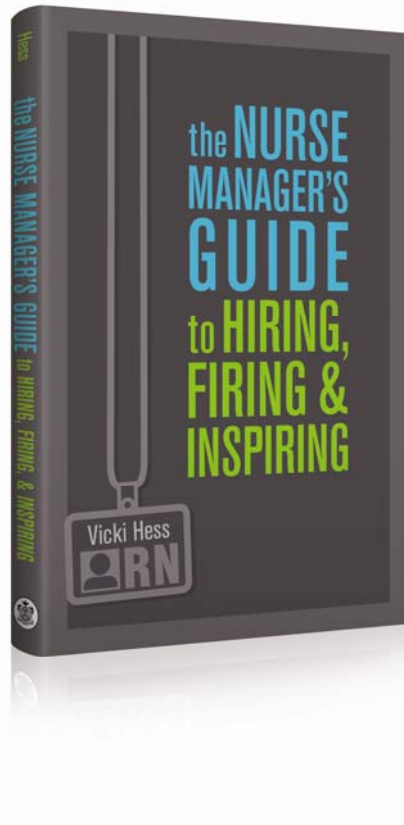


TIMESAVER TOOL

CHAPTER 15

TERMINATION CHECKLIST





TERMINATION CHECKLIST

- Who from HR will be present during the termination meeting? (It's always better to have two people present.)
- Are all documents prepared that need to be signed or given to the employee? (COBRA, final paychecks, vacation payout, and so on)
- Who will collect the employee's name badge, pager, locker key, and such?
- How will you handle the employee packing his or her personal belongings? Do you need to have a box ready? Will the person have the option to come back another time to pick things up to avoid embarrassment?
- Have you notified security to be on call in case you need assistance?
- Do you need to change computer passwords or disconnect from shared drives before you have your meeting so that the employee can't tamper with records?
- Who will check the employee's belongings when he or she leaves? (This is to protect the employee and the organization.)
- Who should the employee contact if he or she has questions in the future?
- Is there anything else you are forgetting?



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