

Sample Termination Meeting Checklist

Conduct the meeting in sequence as follows:

1. Tell the employee the purpose of the meeting. Although the reason for termination should be communicated, there is no need to go through a step-by-step analysis of the documentation supporting the reason for discharge.
2. Advise that the decision is final and cannot be reversed.
3. Where appropriate, advise that alternative in-house positions were explored.
4. Emphasize that all relevant factors were reviewed.
5. If applicable, stress that everyone involved in management activities agreed to the decision.
6. Tell the employee the effective date of the termination.
7. Review with the employee a written summary of benefits. This summary should include, where applicable, severance pay, compensation for vacation and sick time, continuation of health and life insurance benefits, other benefits and re-employment assistance.
8. Have final paychecks ready. If the employee is to leave immediately, have any final checks, benefits or vacation payments prepared and inform the employee how to collect his or her personal belongings and leave the premises.
9. Other options:
 - Provide the employee with a written summary of projects** to be transferred to ensure a smooth transition of work if the employee will remain as an active employee for a period of time.
 - Outline the next steps in the termination process**, such as the last day of work, return of company ID, keys and credit cards.
10. End the interview by saying that the employee will be notified of any other matters that must be dealt with, such as COBRA continued health coverage.
11. Wish the employee good luck and express confidence in his or her future.
12. Stand, extend your hand and remain standing until the employee has left the meeting site.

Employee Exit Interview Form

TO: _____

FROM: _____

I would appreciate it if you would take a few minutes to respond to the questions below.
All answers will be held in strict confidence. Thank you.

How long were you employed? _____

Job classification? _____

Why are you leaving? _____

Would you describe your working relationship (with respect to both your particular job and your relationship with fellow workers) as pleasant or unpleasant?

Do you feel that your particular job was important and significant in the overall operation of the business?

Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship? If so, have you any suggestions on how to eliminate them?

Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?

Would you care to make any other comments?

Signed: _____ Date: _____