Employee Termination Checklist

There are a wide range of reasons why there may be consideration for terminating an employee. This checklist is meant to guide you in giving some thought and consideration about why or how you might go about this process, but it is by no means comprehensive. Make sure you are careful and have given a lot of thought about what may come about from firing this particular employee and how it may impact your business.

Did you first consult the termination policies stated within the company's employee handbook?
Did you review the employee handbook with the employee before you began exploring the options of termination?
Did you document and update each time policy changes were made? Were your staff members notified of these changes?
Have you compiled all of the documentation necessary for the termination process?
Do you have a termination letter prepared?
Do you have a list of all of the items the terminated employee must return to the business?
Were verbal warnings, written complaints or concerns, and or written reprimands well documented over time?
Were goals or objectives for improvements reviewed with the employee when there were concerns about work performance?
Have you given this employee enough time to improve their performance?
Have you asked questions to other possible resources regarding the situation influencing possible termination for this employee?
Have you considered providing ongoing counseling with this employee?
Have you considered reasons why you shouldn't terminate this employee? Will this termination be something well thought out that the employee would understand and not be shocked about it?
Have you reviewed the consequences of not improving work performance with this employee?
Do you need any other individuals there with you to act as witnesses and help document what was said when you are conducting the exit interview?
Did you make sure that this decision to fire wasn't based on discrimination or prejudice?
Could this employee have grounds to sue your business if they are terminated? If so, have you discussed this termination with an individual who works in legal affairs or with your HR team?
Are you consistent with how you regard termination so that all actions are as fair and concise as possible?
Are you prepared to pay the employee for the hours they recently worked as well as PTO hours or vacation days?
Have you conducted an employee exit interview?