



Employee Termination Checklist

Termination Considerations

- 1** Consider whether you have a valid reason for dismissal.
- 2** Ensure you have appropriately managed any conduct and/or performance issues: For example have you issued the employee with a warning(s) regarding the employee's performance.
- 3** Consider whether the reason for dismissal could be viewed as unlawful or discriminatory.

Set up Termination Meeting

- 4** Invite the employee to a meeting to discuss the allegations and document appropriately.

Prepare for Termination Meeting

- 5** Collate all relevant information for the meeting, including employee performance history, warnings and other relevant information.

Conduct the Termination Meeting

- 6** Explain all the allegations to the employee.
- 7** Allow the employee an opportunity to respond.

Terminating the Employee

- 8** Inform the employee of the dismissal and the reason(s).
- 9** Should the meeting result in the employee's termination you must provide them with a letter of termination outlining the reasons for termination and their notice period.
- 10** Calculate the employee's termination pay.
- 11** Ensure the return of company property.

Post-Employment Restraints

- 12** Remind the employee of ongoing obligation to comply with any relevant restraints.