Employee Termination Tips

1. Terminate in-person

2. Always have another person present to act as a witness

3. Keep it short
   The meeting should last no longer than 10–15 minutes. It should simply provide a short, clear statement about the final decision, inform the employee of the effective date of their termination, and how logistical details will be handled (final paycheck, benefits, removal of personal property, etc.).

4. Give reasons for the termination with caution
   Explaining reasons for the termination should be handled cautiously:
   - List two or three reasons for the termination
   - Do not reference personal reasons or character
   - Do not state suspected misconduct that has not been proven
   - Describe factual and objective behavior

5. Have documented, legitimate reasons to terminate
   This information can include:
   - Performance reviews
   - Formal warnings
   - Write-ups
   - Documented counseling or coaching
   - Company policies and procedures

6. Never terminate on-the-spot

7. Consult with the Human Resources Department

8. Anticipate reactions
9. Avoid emotional reactions

Keep away from getting angry or upset, raising your voice, using forceful words/behaviors, or blaming the individual being terminated.

10. Treat employees with dignity and respect

This can involve:

- Giving the individual a few moments to pause and gather their thoughts
- Escorting them out of the office in a dignified manner
- Having another member of your staff clean out their desk or office
- Offering information regarding post-termination, and even outplacement help

11. Do not use the termination meeting to conduct an exit interview

In general, exit interviews are more relevant and useful for voluntary terminations.

12. Have the employee immediately return company property

13. Conclude on a friendly note

End the meeting in a friendly and positive manner by wishing the employee well in the future and possibly providing them with an outplacement resource.

14. Meet with your other employees as soon as possible

Communicate to your remaining employees that the individual is no longer employed at the organization. Do not make any negative comments about the terminated employee and keep your communication objective. Be available to employees for questions and concerns.

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