

Manager Pre-Dismissal Checklist

Assess your decision against these due-process criteria.

Employee Name:	Date:	
Job Title:	Manager:	
	YES	NO
Do I have ALL the facts recorded accurately?		
Have I documented all facts and action?		
Have I assembled the records? <ul style="list-style-type: none"> • Performance (production) records. (Keep examples of unsatisfactory work production that have been discussed with the employee.) • Attendance record. • Performance review records, reflecting candid appraisals. • Discipline and warning records. • Special Action Records. 		
Is my decision based on facts, not inference, suspicion or emotion?		
Has the employee fully understood the job requirements and behavior standards?		
Does the employee know exactly where he/she has fallen short in job performance or behavior standards?		
Has the employee received at least one warning of possible dismissal? <ul style="list-style-type: none"> • Where serious misconduct is involved, immediate suspension pending investigation, may be justified. Examples: drinking or drunkenness on duty, dishonesty, theft, immoral or indecent conduct, fighting, insubordination, violation of secrecy rules, sabotage. 		
Has the employee had sufficient time and opportunity to correct the condition that led me to take this action?		
Has the employee had an opportunity to explain his/her point of view? Have I considered the employee's point of view?		
Have personal difficulties or special, mitigating circumstances been taken into account?		
Where the situation warrants, has consideration been given to transferring this employee?		
Am I sure that discharge will come as no surprise to the employee?		
Is dismissal in this case consistent with past practice?		

Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.

Would the company be able to justify treatment of this employee if he/she claims discrimination or unjust dismissal?		
Has the decision been discussed with and approved by appropriate levels of higher management?		
Has the decision been discussed with and approved by Human Resources?		
Am I prepared to handle this dismissal tactfully and objectively?		
Have I scheduled the dismissal interview at a time that will eliminate or minimize the employee's personal contact with other employees before he/she leaves the premises?		
Have I made arrangements to notify the employee in private?		
Have I arranged for the final paycheck, and am I prepared to explain the amount?		
Do I know what group insurance the employee has and am I able to explain what will happen to it after dismissal?		
Is the Human Resources Department prepared to conduct a careful exit interview?		
Have I decided what restricted statements will be made to other employees concerning this person's discharge?		
General Comments		

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