Layoff Checklist – Sample



- Review and practice your script. Obtain details – a business reason, effective termination date – from Human Resources or appropriate source.
- Reserve a private space in which to conduct the separation notification meeting.
- Anticipate employee reactions and plan your responses.
- Develop or review procedures for dealing with medical emergencies; consider having medical personnel on-site for notification; keep emergency phone numbers ready.
- Consider those who have car-pooled or use public transportation; make sure alternatives have been considered for getting these employees home if necessary.
- Review Separation Information Packet from Human Resources
- Familiarize yourself with any transition services available to assist the employees.
- Map out the employee's next steps: Human Resources, career consultant if provided, return of property, collection of personal belongings, exit, etc. If possible allow the employee to make a choice (e.g., whether to collect belongings immediately or return later to do so).
- Plan for the employees' retrieval of personal belongings if they will be exiting immediately. Will you or security personnel be present?
- Identify property to be returned by employees (keys, passkeys, pagers, cell phones, phone cards, company vehicles, computers, laptops, printers, credit cards, transportation passes, special equipment, etc.) Identify the person who will collect these items, and where and how to store them discreetly while you are conducting the next separation meeting. (Most people who must turn in their company vehicle immediately after the meeting can call someone for a ride; however, try to anticipate whether anyone who turns in a vehicle will have a problem getting home.)
- Coordinate with the appropriate technical departments to terminate the separating employees' voice mail and computer.
- Consider security issues. Make sure communication lines are working. Plan a communication meeting to reassure remaining employees; anticipate their reactions and plan your responses.