

## EXIT INTERVIEW CHECKLIST —

### INVOLUNTARY TERMINATION

*Instructions:* Complete this checklist and file it in the employee's permanent record.

Employee Name:

Employee or Social Security No.:

Position and Department:

*Reasons for termination* (check all that apply).

- Layoff
- Substandard performance
- Continued poor attendance
- Insubordination
- Violation of policy:
- Position eliminated



Temporary or seasonal position

Other:

*Recommendation for discharge*

All normal steps of progressive discipline have been completed, and there is no realistic hope for improvement.

Employee has been repeatedly counseled and assisted regarding performance deficiencies, but there is no realistic hope for improvement.

All alternatives such as transfer and retraining have been considered.

All above steps have been fully documented and records included with the Recommendation for Discharge.

Recommendation for Discharge and all supporting documents have been submitted to the employee's immediate superior with copies to Human Resources.

*Interview procedure*

State the specific reasons for the discharge.



- Emphasize that the decision is final and beyond argument.
  
- Conclude the interview as quickly as possible.

*Approval*

I certify that all requirements of Company policy have been met, and that all necessary documents are on file.

Signed,

Director of Human Resources

