



Notification Checklist

Action Item	Due Date	Completion Date	Person(s) Responsible
Do I have the facts of the situation? <ul style="list-style-type: none"> • Name, address, etc. of the individual being separated • Reasons for the notification 			
Is the meeting time set? <ul style="list-style-type: none"> • With the individual being terminated • With the human resource representative who will meet the employee after the notification meeting • With the CMP consultant who will meet with the employee after that 			
Has a private place been chosen for the notification meeting?			
Have I prepared a script, which I will not read, but which helps me prepare my remarks? The script includes these pieces: <ul style="list-style-type: none"> • Providing purpose and rationale • Delivering the message • Explaining separation support • Listening and responding with empathy • Providing structure for next steps • Closing the meeting • Introduction of HR representative or CMP consultant 			
Is a written statement of benefits prepared? <ul style="list-style-type: none"> • Do I understand how the work transition is to take place? • Have I made provisions for the terminated employee to clean out his or her work space at an appropriate time? 			
Do I understand how to handle the difficult questions?			
Do I know how to contact support resources? <ul style="list-style-type: none"> • Employee Assistance Program (EAP) • Benefits Help Desk • CMP Consultant 			
Have I prepared myself mentally? <ul style="list-style-type: none"> • Do I understand follow-up procedures? • Post-notification interview memorandum • Debrief with CMP consultant 			

RIF Project

Action Item	Due Date	Completion Date	Person(s) Responsible
Complete the strategic review to determine RIF objectives			
Identify the number of employees or positions that will need to be eliminated			
Establish an action plan, budget, and timeline for the notification event			
Create a WARN notice (if necessary)			
Complete a legal audit of the list of selected candidates to verify that the list meets all compliance requirements			
Establish the message and rationale for the layoff. Some factors could be <ul style="list-style-type: none"> • Job elimination • Corporate restructuring • Outsourcing 			
Determine the severance package that will be provided for each employee: <ul style="list-style-type: none"> • Severance provided to each employee • Any unpaid PTO (if applicable) • Medical and dental continuation until (date) • EAP program—for employee/family • Outstanding 401K loan payoffs • Accrued but unused vacation. • Redeployment options • Outplacement/Career Transition Assistance by CMP 			
Have I prepared myself mentally? <ul style="list-style-type: none"> • Do I understand follow-up procedures? • Post-notification interview memorandum • Debrief with CMP consultant 			
Contact CMP to discuss how to plan and flawlessly execute the notification event			
Schedule a review meeting with the executive team to review all of the program elements.			
Create a complete exit information packet: <ul style="list-style-type: none"> • Separation letter with all of the severance/benefits information • Any other relevant information (EAP contacts, 401K) • Unemployment insurance/social security information • Contact information for the CMP outplacement assistance 			

RIF Project

Action Item	Due Date	Completion Date	Person(s) Responsible
Have I scheduled time and developed a plan for my meeting with the remaining employees?			
Schedule training sessions for all managers who will be involved in the notification			
Evaluate and finalize any retention plans that may be needed for remaining employees			
Set notification dates and set up meetings for all impacted employees			
Contact building security to discuss the notification plan and to have security present at the notification date			
Provide Payroll with the list of the impacted employees			
Conduct the notification meetings <ul style="list-style-type: none"> • CMP recommends that both the Manager and HR be present at the meeting • The manager will explain the business case for why the position is being eliminated • HR will explain the severance/benefits package and outplacement program • CMP recommends that a CMP representative be present at the notification to explain the benefits of the outplacement program 			
Debrief meeting with Managers, HR, and CMP			