

The Termination Interview

➤ *Plan the interview carefully.*

- Make sure the employee keeps the appointment time.
- Never inform an employee over the phone.
- Allow 10 minutes as sufficient time for the interview.
- Use a neutral site, never your own office.
- Have employee agreements, the human resource file, and a release announcement (internal and external) prepared in advance.
- Be available at a time after the interview in case questions or problems arise.
- Have phone numbers ready for medical or security emergencies.

Termination Interview

Alan J. Pickman



Termination Interview:

HR Issues on Termination and Dismissal - Professional Level CPA John Kimani, Dr. James Scott, BOOK SUMMARY

The main topics in this book are Termination for Cause Wrongful Termination Layoffs and Downsizing Resignation and Voluntary Termination Constructive Dismissal Retrenchment Termination Documentation and Records Termination Policies and Procedures HR Issues on Termination and Dismissal is a comprehensive and insightful book that explores the intricacies of managing termination and dismissal processes within organizations Written for HR professionals managers and business owners this book provides a thorough examination of the legal ethical and practical considerations involved in these challenging HR situations By addressing the importance of clear policies documentation and adherence to legal requirements the book equips readers with the necessary tools and knowledge to handle terminations with fairness sensitivity and compliance Overall HR Issues on Termination and Dismissal serves as a valuable resource for HR practitioners seeking to enhance their understanding of termination processes and implement strategies that uphold employee rights while safeguarding organizational interests

Fired, Laid Off or Forced Out Richard C. Busse, 2005 Fired Laid Off or Forced Out takes the fear out of the possibility of losing your job and replaces it with specific guidelines any worker can use to protect his or her rights

The Complete Guide To Outplacement Counseling Alan J. Pickman, 2013-10-23 Recognized by business managers as a useful and practical tool to assist them in responding to a set of complex business challenges the need for outplacement counseling the process of assisting employees who have lost their jobs to develop effective career plans and to find new employment has grown dramatically during the past two decades Given this rapid expansion of the field assembling organizing and clarifying the body of knowledge and information available about outplacement has become critically important The first comprehensive effort in the field this book presents authoritative up to date information on an exhaustive range of outplacement topics A psychologist and experienced outplacement practitioner the author has recently been chosen as one of the charter fellows of the Outplacement Institute the sole certifying organization for outplacement practitioners Of value to all those interested in the field including current and future practitioners as well as human resources professionals this volume contains essential information for candidates receiving outplacement services counseling students and researchers involved in the study of counseling in business and industry With such a broad audience in mind it contains a wide range of information counseling theory and practical suggestions geared expressly to the needs of practitioners descriptive material on all topics and brief case histories of actual outplacement candidates Written in non technical language the volume brings to life the flavor of outplacement practice This unique volume covers topics not addressed elsewhere in the current outplacement literature including the psychological barriers to a successful job search the behavioral and counseling implications of the outplacement setting the theoretical basis of outplacement counseling the relation between outplacement and psychotherapy the professional development opportunities for outplacement practitioners

the supervision of outplacement practitioners the cross cultural issues to be considered in outplacement the relation of outplacement to other career development professionals and the marketing of outplacement services Also of importance the appendices offer data not previously disseminated to the general public including competencies standards for OPC practitioners as established by the International Association of Outplacement Professionals IAOP standards of ethical practice for outplacement professionals as established by the IAOP and listings of information resources for OPC practitioners and candidates featuring a section on computer based sources for conducting career related research

The First-time Manager Loren B. Belker, Gary S. Topchik, 2005 A true management classic with 200 000 copies sold

The Architect's Handbook of Professional Practice Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket

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