

# EXAMPLE FIRING PROCESS

**1. Schedule a meeting outside of working hours for a performance review with the employee.**

This is easy if you do in-person performance reviews periodically. (Quarterly or yearly)

**2. Keep good notes about the specific areas where expectations are not being met.**

**3. Explain to employee specifically where the discrepancies are between their performance and the job description.**

Ask them what support they need in order to improve and meet expectations. Arrange to meet again in two weeks (or whatever period of time makes sense) for another performance review.

**4. Offer requested support within reason.**

**5. Conduct second performance review.**

Decide whether or not improvements have been made and if they are sustainable.

- If yes, discuss with employee and schedule the next performance review.
- If no, explain to employee why things are not working out. Be very specific and refer to the job description. Come to an agreement about when termination will occur and how they will receive their final paycheck.

**6. Make interim arrangements for covering the position until you hire a replacement.**