



DOCUMENTATION 101

Best practices to prepare for an unemployment hearing or termination

- Keep receipts of employee handbooks, training, and other communications re: performance (i.e. performance appraisals)
- Prior documentation of the facts surrounding an employee's case will help show the hearing officer why the employee is not eligible to receive benefits.
 1. Document termination discussion and reasons for termination in a letter
 2. Specific incidences of inappropriate conduct and policy infractions: Documenting Who, What, When, Where
 3. Identify instances of inappropriate conduct and policy infractions
 4. Identify your efforts to work with the employee to make improvements
 5. Summarize communications to the employee and consequences of behavior
 - i. Warnings - Verbal & Written
 - ii. Performance Improvement Plans (PIPs)
 - iii. Performance Appraisals
 6. Include a specific statement terminating employment
 7. Have employee sign documentation noting they understand the discussion had
 8. Have the employee sign the termination letter