



U.S. INTERNATIONAL CHRISTIAN ACADEMY

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U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".

Termination/Exit Interview Meeting Checklist

Conduct the meeting in sequence as follows:

1. Tell the employee the purpose of the meeting. Although the reason for termination should be communicated, there is no need to go through a step-by-step analysis of the documentation supporting the reason for discharge.
2. Advise that the decision is final and cannot be reversed.
3. Where appropriate, advise that alternative in-house positions were explored.
4. Emphasize that all relevant factors were reviewed.
5. If applicable, stress that everyone involved in management activities agreed to the decision.
6. Tell the employee the effective date of the termination.
7. Review with the employee a written summary of benefits. This summary should include, where applicable, severance pay, other benefits and re-employment assistance.
8. Have final paychecks ready. If the employee is to leave immediately, have any final checks, benefits or vacation payments prepared and inform the employee how to collect his or her personal belongings and leave the premises.

9. Other options:

Provide the employee with a written summary of projects to be transferred to ensure a smooth transition of work if the employee will remain as an active employee for a period of time.
The last day of work, return of company ID, keys and school documents.

10. End the interview by saying that the employee will be notified of any other matters that must be dealt.

11. Wish the employee good luck and express confidence in his or her future.

12. Stand, extend your hand and remain standing until the employee has left the meeting site.

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