



DOs and DON'Ts



DON'T...hire new applicants without completely describing the positions for which they have applied, and showing them the workplace.

DO...provide job descriptions with pertinent responsibilities and, preferably, have new employees sign that they recognize and accept them.



DON'T...neglect making all company policies, rules and regulations known to new (and old) employees.

DO...insure, by all employees signing such, that they have "read and understood" all company policies, and "have had their questions answered."



DON'T...forego warning an employee for violating a company policy, or any other misconduct reason.

DO...make certain the employee is made aware of the specific violation, preferably in writing, and is told, "further violations may lead to discharge."



DON'T..."lay off" an employee who is in violation of company rules or regulations. "Layoff" is only applicable to a lack-of-work situation.

DO...either warn, or if need be, discharge the employee.



DON'T...in a fit of anger, discharge any employee.

DO...stop, assess the situation, and if warranted, draw the employee aside and carry out the discharge, preferably with a witness present.



DON'T...choose unnecessary terminology to save feelings, or debate other points with employees, once the decision has been made to terminate their services.

DO...state the precipitating reason for the discharge and refrain from further discussion. Stick to the misconduct issue.