

FocalPoint Business Coaching



The How to Fire an Employee System

An inevitable part of growing your team is both hiring and firing people. It's an unfortunate but necessary part of building any team.

The following 2 documents outline how to fire someone , and do it ethically and professionally.

As Business Coaches, we often see the effect of firing that is long overdue. Keeping the wrong person on the team is often destructive and divisive. There is an Axiom in business to hire slowly and fire quickly. It's a well-known axiom because it's true.

The Following process is in 2 parts.

A. Making the Firing Decision

B. How to Fire

A. Making the Firing Decision

Your ability to fire people when it is clear that they cannot or will not do the job you need done is a key business skill.

1. Is there anyone working for you, directly or indirectly, who you would not hire or deal with again today – knowing what you now know?

a) _____

b) _____

c) _____

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2. What did you hire this person to do? What results did you expect of this person?

a) _____

b) _____

c) _____

3. What mistakes has this person made? How has he/she failed to perform?

a) _____

b) _____

c) _____

4. What does it cost you and others – both financially and emotionally – to have this person in this position?

a) _____

b) _____

c) _____

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5. If you had the perfect person in this position, what results would you be getting?
- a) _____
- b) _____
- c) _____
6. What are the negative side-effects of having an incompetent or unpleasant person in a key job?
- a) _____
- b) _____
- c) _____
7. How would it improve your life/work if you got rid of this person and got the right person?
- a) _____
- b) _____

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c) _____

What one action are you going to take immediately as the result of your answers to the above questions?

B. How to Fire

The flipside of hiring is firing. More than two thirds of people do not work out over time. When it is clear that the person cannot or will not do the job, your responsibility is to let them go as soon as possible.

Firing is never easy, but it is necessary in building a business, and in being a business owner or manager. Here are some guidelines:

1. The person who hires must also fire; this cannot be delegated.
2. Resolve to do what must be done; make a firm decision from which there is no turning back.
3. Prepare thoroughly; ideally you should have given the person at least two warnings that their performance must improve. ***Check your local laws - you may need to do this in writing.***

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4. Always have a witness present. If you are firing a woman, always have another woman present to observe. Do the same with a man.
5. Firing is best done early in the week so the person can immediately start looking for another job, unless it is the end of the month.
5. Prepare the severance package in advance; know exactly what you are going to give him.
6. Protect his or her self-esteem; do not rehash previous mistakes or failures. Refuse to discuss the past; it can only open you to argument and even a lawsuit. Keep your mouth shut, and just focus on letting the person go.
7. Be fire, but fair and unemotional; do not become angry or accusatory.
8. Use the “broken record” method of firing, by repeating the words:

“I have given this a lot of thought and I have decided that this is not the right job for you.”

“...and you are not the right person for this job.”

“...and I think you would be happier doing something else.”

Continue to repeat these words until the employee finally accepts that your decision is final; then give him the severance package.

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9. If the firing situation is negative or hostile, have someone accompany him to his office to clean out his desk and leave the premises. Do not allow him to access his computer.
10. Immediately change the locks on your doors, cancel all credit cards, and take whatever protective measures make sense.
11. . Refuse to discuss or rehash the firing with other staff. Put it behind you and get on with the business.

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