**CHECKLIST: WHAT TO DO IN A MEETING TO DISCUSS A POTENTIAL DISMISSAL**

At the meeting, you should:

❏ Explain why you believe the performance plan’s goals are not being met.

❏ Refer to evidence to support your assertion.

❏ Indicate that you believe the failure to meet the goals in the performance improvement plan provides grounds for dismissal.

❏ Ask the employee to respond.

❏ Consider the employee’s response.

**Important:** If the employee raises significant mitigating factors, you may need to take time to investigate or consider these matters.