



Hiring to Firing:
Managing Risk
Beginning to End

Sonoma County EAC

March 19, 2014
Rohnert Park, CA

Presented by
Stephen J. Hirschfeld
Amy A. Durgan



Hiring to Firing Managing Risk Beginning to End

Hiring process:

- Criminal background checks
- Candidate Internet searches
- Do's and don'ts in interviews
- Offer letters and hiring documents



Hiring to Firing Managing Risk Beginning to End

Performance management and discipline for:

- Attendance
- Attitude
- Insubordination
- Negligence / carelessness
- Misconduct
- Work performance



Hiring to Firing

Managing Risk Beginning to End

Rightful termination process:

- Just cause standard still minimizes lawsuits
- When the use of severance agreements is appropriate
- Providing references
- Agreements not to contest unemployment.



CONCLUSION and WRAP-UP

