

PART 1: EMPLOYEE RETENTION

- [Employee Retention Scorecard](#)
- [Stay Interviews](#)

PART 2: EMPLOYEE SEPARATION**Step 1: Pre-Separation**

- [Involuntary Termination Meeting Guide](#)
- [Voluntary Resignation Form](#)
- [Final Pay Rules by State](#)
- [Vacation Pay Laws by State](#)
- [Pre-Termination Checklist](#)

Step 2: Separation

- [Exit Interview Questionnaire](#)
- [Corrective Action Report](#)
- [Employee Separation Job Aid](#)

Step 3: Post Separation

- [Separation Notice Form](#)
- [Unemployment Guide](#)

Additional Resources:

- [Job Aid – Employee Record Retention](#)
 - [Webinar – Beating Unnecessary Unemployment Claims](#)
 - [Webinar – Firing Without Fear](#)
 - [Webinar – Why are Your New Hires Leaving So Soon?](#)
 - [Webinar – Total Rewards for Small Business](#)
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