

Delivering Difficult News: Layoffs

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Meeting with the Employee

DO:

- Be direct but sensitive
- Let the employee know this is not about their performance
- Let the employee know how much her work is appreciated
- Encourage the use of resources
- Explain their job and expectations for remaining time

Meeting with the Employee

DON'T:

- Become defensive or give extensive justifications
- Apologize
- Discuss past performance or problems
- Criticize “higher authority” for decision or for forcing you to make it
- Derail the conversation by discussing side issues

Resources

- HR website resources for managers and employees
 - www.washington.edu/admin/hr/index.html
- POD classes
 - Free classes for managers
 - Free classes for affected employees