



# Workforce Transition

## Supervisor Checklist

Telling an employee his or her job has been adversely affected is not an easy task. You may feel anxiety and regret when taking this action. Recognize that these feelings are normal. Doing your best to treat the employee with respect and sensitivity will help make this situation more tolerable for both of you.

- If possible, notify the adversely affected employee in person.
- Review and approve the adversely affected employee's People First timesheet.
- Activate an "out of office" message for the adversely affected employee's email and phone.
- Request and verify that all Revenue property has been returned.
- Complete the Separation Process on the Human Resources website.  
<https://dorsp13.fdor.dor.state.fl.us/intranet/hr/Web Pages/separations.aspx>
- Talk with remaining staff.

