

Redundancy checklist

Use this checklist to make sure you do all the necessary steps for a good redundancy process.

Steps 1 - 5: Go through the full restructure process	Yes	No	n/a
Have you:			
• documented your restructure proposal?			
• invited people to a meeting to hear about the proposed restructure?			
• held a meeting to discuss the restructure?			
• gathered feedback about the proposal?			
• considered feedback about the proposal?			

Step 6: Confirm the final structure in writing to employees being made redundant	Yes	No	n/a
Have you provided employees being made redundant with a letter that includes:			
• how much notice you're giving them, as stated in their employment agreement?			
• the end date of employment?			
• whether they'll receive any compensation, and if so, how much?			
• an offer to meet with them to discuss the outcome of the restructure process?			

Step 7: Meet to discuss the redundancy if an employee requests it	Yes	No	n/a
Have you made time to meet with any employees who wish to discuss the redundancy?			
Have you made it clear to employees that they can bring a support person or representation to the meeting?			
During the meeting did you:			
• reconfirm the details of the redundancy letter?			
• answer any questions your employee might have?			

Step 8: Complete the employee exit checklist	Yes	No	n/a
Have you read and downloaded the employee exit checklist?			
Have you completed everything on the list?			

For more information, see business.govt.nz's Hiring and managing people section.

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