

DEFENSIVE DOCUMENTATION



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THE APPLICATION

At-will status

No oral contracts

Arbitration / Class Action / Jury Waiver

Release (current / prior employers)

Affirmation / After Acquired Evidence

Background check authorization



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THE INTERVIEW NOTES

- AVOID PHYSICAL DESCRIPTIONS TO REMEMBER CANDIDATES
- FOCUS ON QUALITIES OF PROMISING CANDIDATES

THE OFFER LETTER

- At Will Status / No oral contracts to the contrary.
- Contingencies (drug testing, background check, signing NDA)
- Initial Position & Compensation
- Benefits – subject to change
- Relocation reimbursement (cap)

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First appeared as part of the conference materials for the
2019 Essential Employment Law: A Practical Course in the Basics session
"Defensive Documentation from Hiring to Firing"