

## RIF Hardwire Checklist

**Prior to RIF:** From announcement to implementation no more than 2 weeks

- Present Town Hall to Leadership first
- Coach 1:1 with leaders who have to do a RIF
- Arrange EAP and outsource on site
- Plan Severance
- Notify leaders who will acquire new scope

**Day of RIF:** Do RIF in one day

- Plan NO meetings for the day of the RIF
- Move things to shared drives
- Termination notice from HR to IS that day
- At the end of the day Email about position eliminated
- Announce leaders with new scope
- Identify who to call / email for what
- Notify switchboard about leadership changes

**After RIF:** Make EAP available to all staff and leaders

- Facilitate de-briefing for leaders who had to do RIF
- Facilitate de-briefing for leaders with expanded scope
- Within 2 weeks, communicate what \$ accomplished by RIF



**Tip:  
Employee  
Job Fair**

RIF Tip from Studer Group:

One organization Studer Group coaches was recently down-sizing and elected to host a job fair for employees who would be losing their jobs. They invited potential employers and companies looking for talent into their hospital, and then arranged for those individuals to interview.

The job fair was received extremely well by both employees leaving and those remaining. The reality is that even those employees who are not impacted by the RIF wonder: “This could be me someday. How will I be treated?” When they saw the organization was treating leaving employees fairly, they felt more confident in the organization.