DEFENSIVE MANAGEMENT

CORNELL
SMITH
MIERL
BRUTOCAO
BURTON

CONNIE CORNELL
1607 West Avenue
Austin, Texas 78701
ccornell@cornellsmith.com
(512) 328-1540

THE APPLICATION

At-will status
No oral contracts
Arbitration / Class Action / Jury Waiver
Release (current / prior employers)
Affirmation / After Acquired Evidence
Background check authorization

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)

THE OFFER LETTER

- By signing, employee represents that acceptance of the position doesn't violate a commitment to a prior employer.
- Employee is not to share any confidential or trade secret information from prior employers.
- No prior representations or promises

New Hire Package

- W-4
- I-9
- Wage Deduction Authorization
- Benefits Enrollment Information
- Workers' Compensation Notice
- Handbook Acknowledgement
- Arbitration / Class Action / Jury Waiver
- Recording Hours

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"Defensive Documentation from Hiring to Firing"