

# DEFENSIVE DOCUMENTATION



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## THE APPLICATION

**At will.**

**No oral contracts**

**Arbitration / 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
- Initial Position & Comp
- Contingencies (drug testing, background check, signing NDA)
- Good Boy Clause
- Relocation Reimbursement
- Benefits – subject to change
- No prior representations or promises



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## Title search: Defensive Documentation

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2017 Essential Employment Law: A Practical Course in the Basics session  
"Defensive Documentation from Hiring to Firing"