

DEFENSIVE DOCUMENTATION



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



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

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](https://utcle.org/elibrary)

Title search: Defensive Documentation

First appeared as part of the conference materials for the
2018 Essential Employment Law session
"Defensive Documentation from Hiring to Firing"