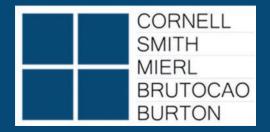
DEFENSIVE MANAGEMENT



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







Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the <u>UT Law CLE eLibrary (utcle.org/elibrary)</u>

Title search: Defensive Management

Also available as part of the eCourse
The 2020 Defensive Documentation from Hiring to Firing

First appeared as part of the conference materials for the 2020 Essential Employment Law: A Practical Course in the Basics session "Defensive Documentation from Hiring to Firing"