



REDUCTION IN FORCE (RIF) CHECKLIST

Use this checklist as a guide to insure that you have the materials required to get a Reduction in Force (RIF) approved. This checklist does not need to be submitted with the Reduction in Force request form, it is only a tool for your use.

- _____ Completed Reduction in Force Request Form
- _____ Organizational chart (2)
 - _____ Before RIF
 - _____ After RIF
- _____ Name and title of all employees in the department
- _____ Name, title, race, gender, age, veteran and disability status of all employees being reduced
- _____ Job description of reduced employees
- _____ Job description of any newly created positions
- _____ Most recent performance evaluation of employees being reduced (if determination was based on performance)
- _____ Contact:
 - _____ Employee Relations
 - _____ Office of Opportunity Development and Diversity
 - _____ Education Planning (ODDEP)
 - _____ Provost Office