



Sustainable Employment™
Checklist: Contracting with Your Employees

1. Negotiate with your new employee comprehensively and collaboratively.
2. Ensure the arrangement is balanced and reciprocal.
3. Address “difficult” topics (such as dismissal, severance, and just cause) fairly, directly, and clearly.
4. Contemplate a fair and, where possible, collaborative mechanism for resolving disputes.
5. Place reasonable restrictions on the employee’s ability to compete if your relationship ends.
6. Formalize your agreement in writing, using succinct, purposeful, plain language that both of you can understand.
7. Contemplate the possibility of future changes to your relationship.
8. Get legal advice and encourage the employee to do the same.
9. Sign the contract – and do so before the employee starts any work.