



# EMPLOYMENT CONSULTATION DOCUMENT CHECKLIST

LegalASAP's handy checklist will help you prepare for your free consultation with a local employment lawyer. Print this out, review and be ready to provide copies of everything listed here that you believe is relevant to or supports your employment claim.

## WHAT DOCUMENTS AND OTHER EVIDENCE WILL YOU NEED?

**Provide copies of the following documents (where applicable) to your employment attorney just before or after your first phone call:**

- Your current resume (bring the copy of your resume you used to apply for the job in question as well, if you made any changes since then)
- Employee handbook from your company's human resources department, if applicable
- A written copy of your last job description or the job posting (screenshot from your employer's website or posted elsewhere online is fine)
- Copies of any relevant work-related emails that discuss the issue in your claim (i.e., your supervisor, coworkers, HR, upper management, etc.)
- Your most recent performance reviews, including any write-ups you received prior to termination, if applicable
- Any policies, offer letters, or other documents you were given and/or signed when you started working for this particular employer
- Paycheck stubs or direct-deposit statements showing how much you earned at the job in question, including any bonuses, if applicable
- Your termination letter, if you received one from your employer (this is especially relevant if it states the cause for termination)
- Other documents relevant to your case (i.e., non-disclosure, non-compete or arbitration agreements/letters, profit-sharing, patents, etc.)
- Texts, voicemails or other communications between you and your employer that directly relate to your claim

# LISTS TO MAKE AND PROVIDE TO YOUR EMPLOYMENT ATTORNEY

Write down the following information and be prepared to discuss it during your phone call:

1. **Names and contact info for any witnesses willing to provide statements about your employment case.** Be sure to include whether this person was your supervisor, coworker, direct report, etc. and what information he or she can share about your case.
2. **A very basic timeline of the facts involved in your employment claim.** Putting everything down in chronological order is extremely helpful for giving the lawyer a "big picture" view of what happened at your job. For example: When did you start working there? Who did you report to when you started? Is that the same person who terminated you? Did your job performance evaluation scores change over time? If so, how? Were you given any verbal or written warnings prior to termination? Did you see or hear any illegal behavior or comments involving other employees?
3. **Whether the issue in your claim negatively impacted your ability to find employment after leaving your last job.** For example: Are you currently working? If so, is your current pay rate less than, equal to, or more than the job mentioned in your claim? Do you have evidence that your previous employer gave you a bad reference? Have you been unable to find employment anywhere else since leaving that job?
4. **Any other ways that the work incident in question has impacted you personally.** In other words, is your health suffering because of the incident that triggered your employment claim? What about your personal relationships? Have any prior coworkers, supervisors, or vendors harassed you about the incident since you left?

# QUESTIONS TO ASK YOUR EMPLOYMENT ATTORNEY DURING YOUR CALL

Not sure how to tell if this person's the right employment attorney for you? Here's a few things you can ask that may help you decide:

1. What's the statute of limitations for cases like mine?
2. How much is your typical fee agreement?
3. What should I do if my former employer contacts me directly with a settlement offer?
4. How long do you think it'll take to resolve my claim?
5. Under what circumstances do cases like mine end up going to trial?
6. What formula do you use to calculate damages for similar cases?
7. How many cases like mine do you personally represent each year?
8. Have you ever lost a similar case? If yes, why did it happen?

**Bottom Line:** You want to be confident when choosing attorney representation. Pick someone who's willing to take time and answer all the questions you might have before you sign anything.

