

Client Training HQ

Fact-Finding Questions for Discharges

This document is intended to provide a series of fact-finding questions that could potentially be asked when someone files for unemployment, listing the reason for separation as a **discharge**.

Below are the questions identified for a **Discharge** separation:

Primary Reason for Discharge

Question: Why was the claimant discharged?

Potential Answers:

- Not Qualified/Inadequate Performance
- Absenteeism/Tardiness
- Failed to follow instructions/policy/contract
- Drugs
- Dishonesty
- Failed Employment Requirements
- Not Listed Above
- Alcohol
- Theft
- Felony/Misdemeanor, Violation of Law, Criminal, Illegal Acts
- Property Damage
- Physical/Verbal Altercation

Final Incident Details

- What was the date of the final incident?
- Describe in detail the final incident that caused the discharge.
- Who discharged the claimant?
- Enter any additional information for the reason for discharge.

Reason-Specific Fact-Finding

Depending on the **Discharge Reason** selected, the following sub-questions apply:

If Inadequate Performance:

- **Carelessness:** Was the inadequate performance due to carelessness or negligence?
- **Past Expectations:** Was the claimant able to meet expectations in the past?
- **Job Changes:** Did anything change about the job?

If Absenteeism/Tardiness:

- **Final Absence Reason:** What was the reason the claimant gave for the final absence/tardiness?

If Drugs or Alcohol:

- **Testing:** Was the claimant asked to submit to a test?
- **Test Results:** Was a test performed?
- **Request Reason:** Why was the test requested?

If Theft, Property Damage, or Altercation:

- **Details:** What was stolen?
- **Admission:** Did the claimant admit to the act?
- **Witnesses:** Were there any witnesses?

Policy Awareness and Prior Incidents

- **Policy Violation:** Did the claimant violate company policy?
- **Awareness:** Was the claimant aware of the policy/expected behavior?
- **Method of Info:** How was the claimant informed?
- **Prior Incidents:** Were there prior incidents?
 - **If Yes:** Requires date, description, and whether a warning was received.

Supporting Documentation

Attachments: Do you have any attachments which support your responses?

More Training Available!

Check out additional training resources available on our site, [Connections](#).

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