EMPLOYMENT ATTORNEY / 01

LABEL THE WORKPLACE QUESTIONS

Keep this page non-sensitive. Use neutral labels; discuss urgent dates directly with qualified counsel.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

General party role / broad workplace context / location to discuss privately

Event A: high-level change or issue / question for counsel

Event B: high-level change or issue / question for counsel

What I remember / what needs private clarification / event label

Help sought: advice, document review, negotiation or representation

Private consultation needs / conflicts-check process to ask about

Preparation only. Not legal advice, claim assessment, evidence-handling or filing instructions. No deadline or representation determination. Keep identities, allegations and private records out.

EMPLOYMENT ATTORNEY / 02

CONNECT EVENTS TO DOCUMENT VERSIONS

Reference existing record categories only. This is not a direction to obtain, copy or share workplace records.

Document 1: offer or agreement category / event label / review question

Document 2: policy or workplace notice category / event label / review question

Document 3: pay-record or correspondence category / event label / review question

Version A and Version B: neutral references / difference to ask counsel about

Unclear date or event connection / document label / clarification needed

Question 1: linked event and document / what counsel should help explain

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SEPARATE QUESTIONS FROM ENGAGEMENT

Tick what is prepared for discussion, not a statement that a claim or deadline has been assessed.

- [ ] Event notes use neutral labels, not private allegations
- [ ] Memory and existing-document references stay separate
- [ ] Record categories are listed without private copies
- [ ] Uncertain versions remain questions for counsel
- [ ] Each review question has a related event or document label
- [ ] Advice and representation boundaries will be confirmed
- [ ] Urgent dates will be discussed directly with counsel
- [ ] Original engagement terms stay separate from these notes

Advice or document review: questions included / written scope reference

Negotiation or representation: role proposed / limits to confirm privately

Next contact / unresolved question labels / counsel-confirmed responsibility

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EMPLOYMENT ATTORNEY / 04

QUESTIONS FOR EMPLOYMENT COUNSEL

Record the attorney's explanation and the limits of the proposed engagement.

Fit and conflicts: which matters and party roles do you handle?

Records: how should event and document references be prepared privately?

Uncertainty: how should version, date and record-connection questions be raised?

Scope: what advice, review, negotiation or representation is included?

Contact: how are urgent questions handled and accepted duties confirmed?

Terms: what written scope, fees, expenses, exclusions and handoff apply?

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EMPLOYMENT ATTORNEY / 05

COMPARE THE SAME REVIEW QUESTIONS

Use A and B for firms. Compare the same non-sensitive question list and professional role.

Firm A / B / consultation dates / common question-list version

Relevant experience, party role and conflicts process - A / B

Document-review questions, representation boundaries and exclusions - A / B

Communication, accepted duties, fees, expenses and written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start an employment-attorney request. Share only general, non-sensitive needs so participating pros can compete with proposals. Compare relevant experience, representation scope, fees and terms. Keep private facts for counsel.

One request. Every pro's best offer.

Start a request

Participation varies. A private consultation, conflicts check and record review may be needed before engagement.

Planning guide: https://www.pickyourpro.ai/services/attorney-employment

EEOC: documents and representation in an agency matter (official reference)

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