

LEAVING YOUR PLACE OF EMPLOYMENT CHECKLIST

In some cases, it may be tempting to just walk out the door when news of a posting arrives. In other cases, they may need to drag you out of the office kicking and screaming because you love your job so much. Either way, there are steps that you should consider before leaving your place of employment.

Before giving notice

- *If you have medical benefits, consider any claims that you may want to submit.*

Give notice in advance

- *Where possible, give a reasonable amount of notice before your departure.*
- *Two weeks is standard in most cases; however, many employers appreciate more notice if you can offer it.*

Request your Record of Employment (ROE)

- *This document shows your place of employment, hours worked, and reason for leaving, in addition to other valuable information.*
- *This document is especially important if you plan on filing for Employment Insurance (EI).*
- *Employers are legally required to give you your ROE within 5 days of your last day of work.*

Request a copy of new qualifications or certificates

- *Did you take a WHIMIS course or first aid course while you were there? Be sure to gather copies of your new qualifications.*

Share your new address

- *This is important for final documents and T4 slips that may be sent at a later date.*

Seek out and request references

- *If there is a person in the organization who would be a beneficial reference, request permission to share their contact information before you leave*

Don't burn bridges

- *It goes without saying, but you never know when you may be posted back to town or when you may need a reference. Aim to leave on the best possible terms.*