

Termination/Outplacement Checklist

Pre-termination:

- Consult Lawyer
- Termination Letter
- Communication to retained staff

Severance Considerations:

- Employment Standards Act (minimum)
- Additional weeks/month (company practice/policy)
- Collection of company property
 - Telephone – company/personal use
 - Computer – company/personal use
- Benefits
 - Will they be continued? For how long?
- Use of Office (Working notice)
 - How long?

Termination Meeting

- Who will attend?
- What to say?
- Collection of personal items
- Collection of all company property

Post Termination

- Access to personal items
- Return of company property
- Security/Access

Outplacement Services

- Employment Support
 - Group or One-on-One
- Resume Services
 - Workshop vs Customized
- Service Delivery
 - Personal, virtual, group
- Online Portal/Tools
 - Assessments
 - Job Search tools
- Corporate Support
 - Reporting
 - Transparency
 - Results

To contact
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