

## 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  
Next Steps Canada

Ask for Martin Kingston  
[martink@nextstepscanada.com](mailto:martink@nextstepscanada.com)  
(416) 479-8208

[www.nextstepscanada.com](http://www.nextstepscanada.com)