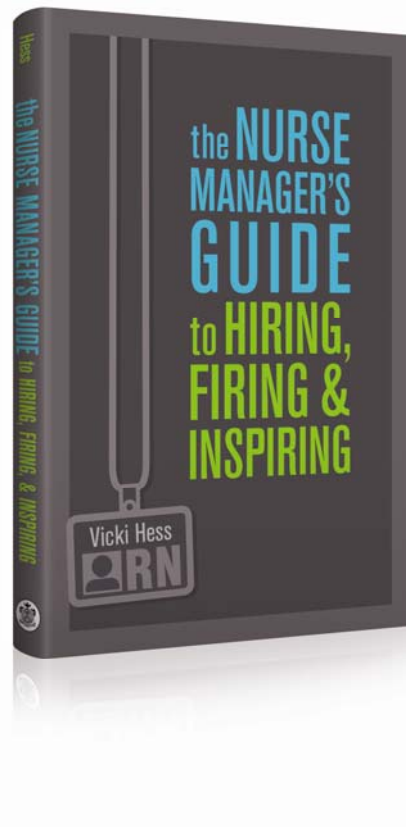
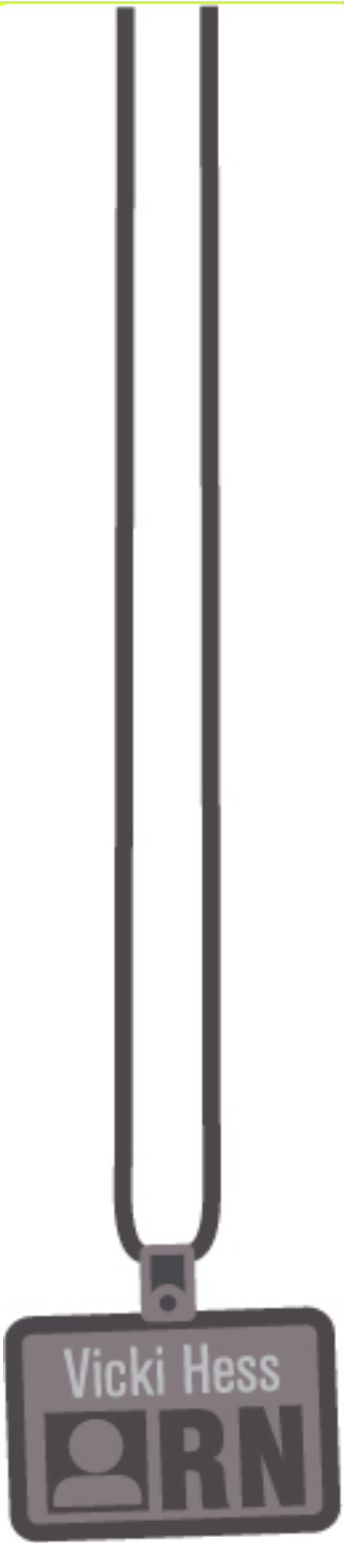


# TIMESAVER TOOL

CHAPTER 14

## RESIGNATION CHECKLIST





## RESIGNATION CHECKLIST

- If you haven't received a written letter of resignation, ask the employee to write one.
- Refer to your organization's policy manual or work with HR to ensure all separation procedures are addressed, including the employee's rights and benefits such as last pay date, sick leave, vacation pay out, and so on
- Notify other staff members that the employee is leaving – talk with the employee who has resigned about how the notification will happen.
- Agree upon the final day of work. Start the process of transitioning work duties if applicable. Facilitate cross-training of responsibilities to other staff members immediately to avoid gaps in service delivery.
- If you are okay with the employee giving notice and don't necessarily want to push him or her to stay, start the process of filling the position as soon as possible by posting the job internally and on job boards. This avoids any problems if the employee attempts to rescind his or her resignation later because you are already actively trying to fill the position.
- Ask the employee to update his or her job description so that when you start the Hiring SMARTT process (covered in Part I of this book) you are one step ahead in the game.



- Schedule an exit interview with a third party – usually HR or your manager – to get feedback from the employee. This is very helpful in spotting trends regarding the reasons that employees leave your department.
- If this employee is someone you would gladly rehire, let the employee know that you would like to keep in touch periodically. Make a note to send a holiday or birthday card, or invite him or her to department gatherings.



CONTACT VICKI HESS, RN, MS, CSP, FOR MORE INFORMATION ABOUT KEYNOTE SPEECHES, TRAINING WORKSHOPS, CONSULTING AND PRODUCTS.

**OFFICE:** 410-560-7212

**EMAIL:** [VICKI@VICKIHESS.COM](mailto:VICKI@VICKIHESS.COM)

**WEBSITE:** [WWW.HIRINGFIRINGINSPIRING.COM](http://WWW.HIRINGFIRINGINSPIRING.COM)

**MAIL:** 9 PINWOOD FARM COURT  
OWINGS MILLS, MD 21117

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