

# Medical Match

Direct Hire and Contract Staffing



SEPTEMBER 2011

*Looking for qualified medical staff?*

**303-980-1000**

## LEAVING-A-JOB CHECKLIST

Whether leaving a job voluntarily, for health reasons, as part of a downsizing, or being fired, Colorado is a “no fault” employment state. An employee can leave a job or an employer can let personnel go. This guide will help you stay organized during the transition.

**1. GATHER REFERENCES.** Quickly gathering written testimonials from employers, managers or co-workers (on letterhead preferably) will help your morale and your job search. Be a friend and write letters of reference for others at the business you are leaving.

**2. TAKE ONLY YOUR PERSONAL ITEMS.** Unless you have proof that equipment, uniforms, and office supplies were personally paid for, leave them. Intellectual property, forms, manuals, and data bases generally belong to the employer who paid wages for their development. You can ask for copies of all documents in your personnel files.

**3. PROCESS AND TRANSFER YOUR BENEFITS.** It is your responsibility to know who to contact for your health, dental, vision, long term care, life insurance policies, Cobra insurance coverage, 401K, and retirement programs. Ask the HR department for copies of your policies and any transfer forms. If invested in the company or as a stockholder, there may be a lawyer or broker involved.

**4. HAVE A CLEAR UNDERSTANDING ABOUT YOUR FINAL PAYCHECK.** There may be one final check for wages, one for expenses not yet reimbursed (provide receipts), and another for accrued vacation and sick days. Some employees will have a severance package or later paychecks for extended services. You may be asked to sign something like, “I agree I have been paid in full for services as of this date.” Duplicate any financial promises in writing and gather copies of any signed documents for your records.

**5. CLAIM UNEMPLOYMENT** It is the right of salaried or waged employees to claim unemployment from the Colorado Dept. of Labor. Go on-line or call 303-318-9000 early in the morning to begin your process. Have ready:

- Your drivers license ID, social security number
- Past employers names, addresses, phone numbers, contacts. Dates of employment.

Not everyone can get unemployment, such as contractors, people fired for criminal cause, or short-term employees. Check the Colorado Department of Labor website: [www.coworkforce.com](http://www.coworkforce.com). for details. If your claim is challenged or there are disability issues, find a labor lawyer for advice.

Once approved for unemployment insurance, you will have to attend orientation classes at the Job Service nearest your home and will be required to actively job hunt and report your results weekly. The length of time this benefit lasts varies, depending on current federal government decisions.

## A CLASSIC MOTIVATION STORY

*Losing a job can be disorienting. Finding a new position takes time, organization, determination, and motivation.* Herb Caen, Columnist for the San Francisco Chronicle, had an energizing story for job seekers....

Every morning in Africa, a gazelle wakes up. It knows it must run faster than the fastest lion or it will be killed. Every morning a lion wakes up. It knows it must outrun the slowest gazelle or it will starve to death. It doesn't matter whether you are a lion or a gazelle; when the sun comes up, you'd better be running.