JUSTJUNK® Exit Interview Process

Stage One – Receive Resignation:

a) Management to get written confirmation of employee’s resignation and add to employee’s HR file \*\* *template form available in HR Policy Manual \*\**

Stage Two – Notice to Executive Team Member(s)

a) Management to document and inform Executive Team Member(s) of employee resignation

Stage Three – Job Posting:

1. Management to review & discuss with Executive Team Member(s) the ability to post a new position *\*\* following the JustJunk New Hire Policy/Protocol \*\**

Stage Four – Exit Interview with Executive Team Member(s):

1. Setup a Exit Interview date/time with resigning employee
2. Exit Interview should be within one week prior to last day of work
3. Executive Team Member(s) to conduct interview with resigning employee with predetermined list of Questions – answers to be documented as reference source

Stage Five – Last day worked:

1. Management to schedule the resigning employee for an early shift on their last day of work
2. Management to schedule the last hour of the shift to meet and take care of all final details including: handing in all JUSTJUNK® property, verifying that all property and equipment is in good working order and final payment details (see stage six):
3. JUSTJUNK® property and equipment consists of but not limited to:
	1. Computer & power cords
	2. Tablets
	3. Cell phones & chargers
	4. Key fob
	5. Door keys
	6. Parking pass

Stage Six – Final Pay/ROE/Referral Letter

a) Management to inform employee that final payments (including all accrued/unpaid Vacation Pay) will be paid in the next scheduled pay period following the last day worked

b) Management to inform employee that Records of Employment will be issued in accordance with Provincial ESA

c) Management to provide employee with a JUSTJUNK® Reference Letter – template form available *\*\*Management may modify the letter to add any extra content to the letter that they deem fit \*\**

Stage Seven – HR File

1. Management to turn over HR file/contents over to HR Personnel
2. HR Pers. to direct deactivation of JUSTJUNK® assigned email & JMS user name and passwords