

Fired to Hired

IF YOU STILL CAN

- ⚡ Wrap up work & hand off to co-workers
- ⚡ Save your work and personal files from company devices in multiple formats (PDF, email, print)
- ⚡ Forward your contacts to yourself
- ⚡ Download all job descriptions you've held with the company
- ⚡ _____
- ⚡ _____
- ⚡ Follow company procedures
- ⚡ Get everything in writing and print hard copies (severance agreement, COBRA information, etc.)
- ⚡ Keep reviews, encouraging emails and notes
- ⚡ Collect passwords for websites you will continue to use
- ⚡ _____
- ⚡ _____

AFTER LEAVING THE WORKPLACE

- ⚡ Connect with your coworkers and exchange contact information and connect on LinkedIn
- ⚡ Ask coworkers for references both for the role and specific projects
- ⚡ Make appointments using available insurance
 - Doctor
 - Dentist
 - Optometrist
 - Purchase medications in advance
- ⚡ Call debtors and make alternative arrangements
 - Mortgage
 - Car
 - Student Loans
 - Credit Cards
- ⚡ File for unemployment
- ⚡ Search job boards to see what's out there
- ⚡ _____
- ⚡ _____

GETTING RE-HIRED

- ⚡ Make a list of projects you contributed to and goals achieved
- ⚡ Keep a positive mindset by listing your personal qualities and skills
- ⚡ Reference job listings for common keywords in your field
- ⚡ Make a list of things to do in your newfound 'free time'
- ⚡ Update resume (use those keywords!)
- ⚡ Update LinkedIn profile
- ⚡ Draft a cover letter with 2-3 stories highlighting your experience
- ⚡ Apply to 1099/Contract Work to continue skills or build new ones
- ⚡ _____
- ⚡ _____