LEAVING A JOB GROUP DISCUSSION
ANSWER KEY

1. What are reasons for leaving a job?

   Job dissatisfaction, new opportunities, avoiding disaster.

2. Why should you have another job waiting before your resign from your present job?

   Best time to look for a job is when you are employed; you appear more confident not desperate.

3. How soon should you tell your employer you are leaving your job?

   Two weeks' notice is customary. In your last two weeks, conduct yourself as you did before; don't be disruptive.

4. If you are leaving because a supervisor did not treat you fairly, what should be your official reason for leaving?

   Do not use your termination as a chance to take a shot at your boss. Leave with dignity and as a professional. You may need your employer for a reference in the future.

5. What are some things you might be required to do before you leave the job?

   Ask your supervisor what is expected during your remaining time at the job. An exit interview may need to be conducted as well as required paperwork may need to be completed.

6. Why is it important to leave a job with good relationships if at all possible?

   You will need references in the future. Many workers are employed by a number of different companies throughout their careers. As you apply for new jobs, you will want to use this employer as a reference. Also, when you fill out your job application and provide your resume, potential employers may contact this employer on their own. Also, if you do not have references from this job it may send a negative signal to your prospective employer. Finally, many workers return to work for old employers at high-level positions. Sometimes a co-worker you liked has been promoted and can use your assistance. You do not want to eliminate the possibility of returning to your old employer because of how you left your job.