End of work term checklist

Before your last day: references, contacts, work samples, feedback and thank-yous.

NAME _____ DATE _____

BEFORE THE LAST DAY

- [ ] Ask my supervisor if they'll be a reference
- [ ] Collect contact details of people I worked with
- [ ] Connect on LinkedIn
- [ ] Save examples of work I'm allowed to keep (check confidentiality)
- [ ] Ask for feedback on strengths and what to improve
- [ ] Complete my evaluation and report
- [ ] Return equipment and access cards
- [ ] Send thank-you notes
- [ ] Update my resume and brag document