

Name _____

Date _____

Leaving a Job Quiz



Directions: Answer the following questions.

1. Name three major reasons why people leave a job.
 - a.
 - b.
 - c.
2. Name three things you can do to lessen the impact of being fired.
 - a.
 - b.
 - c.
3. Name three things you should do when you decide to resign from a job.
 - a.
 - b.
 - c.
4. When you resign from a job, how much notice should you give?
5. What information should be included in a letter of resignation?

6. How would you solve Terry's problem? Terry has always wanted to be a medical technician. She worked her way through school and landed her first job at a large hospital. At first, Terry loved the work; she enjoyed talking with and taking care of patients. Due to a lack of technicians, she has had to work lots of 12 hour days and weekends. Her supervisor thinks Terry should work faster and harder. Terry is starting to hate her job. Her friend told her that the department store she works for needs sales associates. "The work isn't very interesting," her friend said, "but the hours are shorter and you never have to work weekends. Besides, the boss is nice." What would you advise Terry to do?