

Redundancy Checklist

What to ask, what to get in writing, and what to keep — before and after a redundancy meeting.

Before and in the meeting

- ☐ Ask what the meeting is about, who will be there, and whether you can bring a support person.
- ☐ Bring a notebook and write down who said what, and the date.
- ☐ Ask whether this is a proposal (consultation) or a final decision.
- ☐ Ask why the role is no longer needed, and whether anyone will do your duties.
- ☐ Ask whether there are other roles you could be considered for.
- ☐ Remember you can ask for time to think before you respond or sign anything.

Get it in writing

- ☐ Confirm your last day.
- ☐ Confirm whether you will work your notice or be paid in lieu.
- ☐ Ask for a written breakdown of your final pay: notice, redundancy pay and unused leave.
- ☐ Send a short follow-up email recording what you were told.

Check your final pay

- ☐ Check the length of continuous service your employer has used.
- ☐ Compare your redundancy pay with the Fair Work Ombudsman's table and exceptions.
- ☐ Check your award, agreement, contract or policy for anything above the minimum.
- ☐ Check that unused annual leave (and long service leave, if any) is included.
- ☐ Note when your final pay will be made, and check it when it arrives.

Records to keep

- ☐ Save recent payslips and your employment contract (personal records only).
- ☐ Ask for a statement of service confirming your role and dates.
- ☐ Ask for an Employment Separation Certificate if you may need one for Services Australia.
- ☐ Ask your manager or a colleague to be a referee, and save their contact details.
- ☐ Keep copies of positive feedback and performance reviews.

Next steps

- ☐ If you think the redundancy isn't genuine, get advice quickly — unfair dismissal applications have a 21-day time limit.
- ☐ Prepare a short, neutral way to explain the redundancy in interviews.
- ☐ Update your resume with your latest role and achievements.
- ☐ Look after yourself — ask about any Employee Assistance Program while you still have access.

Notes

Official information

Redundancy (Fair Work Ombudsman) — fairwork.gov.au/ending-employment/redundancy

Redundancy pay (Fair Work Ombudsman) — fairwork.gov.au/ending-employment/redundancy/redundancy-pay

Dismissal and notice (Fair Work Ombudsman) — fairwork.gov.au/ending-employment/notice-and-final-pay/dismissal-and-notice

Employment Separation Certificate (Services Australia) — servicesaustralia.gov.au/su001

Job loss and dismissal (Fair Work Commission) — fwc.gov.au/job-loss-or-dismissal

Write it with these free JobCall tools

Redundancy Follow-Up Email Generator — jobcall.com.au/tools/redundancy-follow-up-email-generator

Ask for a Reference Message Generator — jobcall.com.au/tools/ask-for-reference-message-generator

Handover Email Generator — jobcall.com.au/tools/handover-email-generator

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