

Protect Your Job: A Documentation Checklist for Ohio Workers

For employees who sense trouble but are still on the job. General information, not legal advice.

If your instinct says something is coming, the smartest move is to get ahead of it. Quietly build your record now, while you still can, so you are not reconstructing it later.

Start a private record now

- Keep a dated log of events: who said or did what, when, and who else was present.
- Update it the same day, while the details are fresh.
- Store it somewhere personal (your own phone or email), never on work systems.
- Note any shift in how you are treated, and when it started.

Preserve what you may lose access to

- Save copies of positive reviews, commendations, and supportive emails.
- Keep your job description and any goals or metrics you were given.
- Request your personnel file if your employer's policy allows it.
- Do not take anything confidential, but keep your own records of your own work.

Know what protects you

- Any recent complaint you made: harassment, discrimination, safety, or wages.
- Any protected leave you took, such as FMLA or medical leave.
- Whether your age, race, sex, disability, religion, or pregnancy could be a factor.
- Any written contract or handbook that promises a process or protection.

Do not

- Do not store your records on work email or work devices.
- Do not sign a performance plan or write-up as 'agreement' without noting your disagreement in writing.
- Do not resign in the heat of the moment; it can cost you claims and unemployment.
- Do not broadcast your concerns to coworkers.

Not sure where you stand? A free, confidential consultation can tell you.
Sobel Law Solutions, LLC | (216) 282-9776 | sobellawsolutions.com/schedule

This checklist is general information and is not legal advice, does not create an attorney-client relationship, and does not guarantee any outcome. Your rights depend on your specific facts, your documents, and applicable deadlines. Attorney Advertising. © 2026 Sobel Law Solutions, LLC.