

Exit Checklist for Hiring Managers

- Complete action in Separation Form and/or inform Employee Relations about upcoming separation (Staff, Faculty, Student Workers)

- **Information to be discussed with the employee prior to departure:**
 1. Expense Reports/Other Reimbursements (if applicable)
 2. Computer Security Process
 3. Trade Secrets/Proprietary Information
 4. New Mailing address and/ or new phone number (if applicable)

- **Items to be returned by employee prior to issuing final paycheck:**
 1. Key(s) - building/office/file cabinets/cars
 2. Security Pass/ID Card
 3. Parking Pass/Access Key
 4. Credit Card(s)
 5. Cellular Phone
 6. Computer, Laptop, iPads (i.e. CDs, flash drive(s), printer(s), etc.)
 7. Fax Machine
 8. Tools/Other Equipment
 9. Employee Handbook/Company Information
 10. Uniform(s)
 11. Other

- **Other procedures to follow:**
 1. Email Account Cancellation Requested from HR/ITS, Automatic Response Drafted and Submitted, Email Messages Forwarded
 2. Voice Mail Message Changed
 3. White Pages Updated