

Exit Interview Checklist – To Assist Supervisors/Deans with Separating Employees

Employee Name: _____ Position: _____

Department: _____ Supervisor/Dean: _____

Separation Date: _____

The following items have been reviewed/completed with the employee and the supervisor/dean.	Comments:
<p>Once employee provides written termination notice, including the last day of employment, supervisor/dean forwards original letter or email to Human.Resources@SouthCentral.edu</p> <p>AND</p> <p>Supervisor/Dean notifies his/her chain of command up to and including the President.</p> <p>Supervisor/Dean provides written acknowledgement/acceptance of employee's notice to separate employment as soon as possible after notifications are complete as outlined in previous step.</p> <p>Sample acceptance (for other sample language please contact your Human Resources representative).</p> <p><i>Your resignation from your position has been accepted, effective on May 15, 20XX as requested.</i></p> <p><i>It has been a pleasure working with you, and I wish you all the best in the future. If there is anything I can do to assist, please do not hesitate to ask.</i></p> <p><i>Sincerely,</i></p>	
Collect photo ID and name badge on or before last day of work on campus	
Collect purchasing/credit/fuel cards and destroy/return to Business Office	
<p>Collect all keys in labeled envelopes (doors, desks, file cabinets, vehicle, trailer, storage, gate) on or before last day of work on campus</p> <p>Return building keys to Russ Berndt, North Mankato & Rick Sanders, Faribault</p>	

	Collect all SCC property if applicable: computer and accessories, cell phones and accessories, cameras, memory cards, uniforms, supplies, etc.	
	Collect all other state/Minn State/SCC property or equipment checked out such as books, projectors, etc.	
	Work with employee to ensure transfer of electronic data before the employee departs. Employee provides data/files/access as needed.	
	Turn in gradebooks (<i>if applicable</i>)	
	Submit final expense report	
	Pay any outstanding bills – payable to Business Office	
	Complete Exit Interview, which HR will send to you electronically via email	
	Terminate employee's access to systems (i.e. technology, computer, social media, other databases, etc.) via Employee Home or other appropriate means.	

PLEASE complete, sign, and date this document and send to Human Resources.

Employee's Signature Date

Human Resources Representative Date

Date: 9.24.18