# EXIT INTERVIEW CHECKLIST

**Employee Name:** _____        **Separation Date:** _____

**Department:** _____        **Supervisor:** _____

## Meeting with Supervisor

| The following items have been reviewed/completed with the employee and their supervisor: | Comments: |
|---|---|
| **Notice of Separation (Original given to HR)** | |
| **Collect any State Property in the employee's possession; examples include: keys, computers, laptops, parking pass** | |
| **Collect Employee's ID Card/Key Card** | |
| **Collect Purchasing Card(s) issued to the employee.** | |
| **Discuss status of work in progress. Ensure transfer of electronic data before the employee departs.** (Supervisors will NOT be granted access and computers will be scrubbed) | |
| **Office is clean prior to departure** | |
| **Inform employee that IT will terminate network services and email on the last day of employment** | |
| **FACULTY – Submit online grade records** | |

**Supervisor signature:** _____        **Employee Signature:** _____

## Meeting with Human Resources

| The following items have been reviewed/completed with the HR Office: | Comments: |
|---|---|
| **Acknowledgement Letter to Employee** | |
| **Verify Forwarding Address and email** | |
| **Review Retirement Plan and Contacts** | |
| **Insurance Options** (COBRA, Retirement Insurance, etc.) | |
| **Unemployment Options** (if applicable) | |
| **Leave Balances and Severance Options** | |
| **Future Paychecks**<br>• **Date through which the employee will be paid**<br>• **Date employee will receive last check (what is included in that check, ex. wages, severance, etc.)** | |
| **Inform employee about continued access to SEMA4** (W-2) | |

**Human Resources signature:** _____        **Employee Signature:** _____

## FOR HR USE ONLY:

**After completion of the Exit Meetings:**
___**Notify PTCC Helpdesk via email to terminate all computer and building access and remove name from online directory**
___**Notify President's Assistant to remove from Org Chart**
___**Notify Business Services to delete from Department Mailing**
___**Notify CAO's Assistant to remove EMS access**
___**Notify Physical Plant Supervisor to remove from future Safety Training notifications**
___**Close out all files (personnel/payroll/medical/I-9)**