

## **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