



### Exit Checklist

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Department: \_\_\_\_\_ Manager: \_\_\_\_\_  
 Hire Date: \_\_\_/\_\_\_/\_\_\_ Termination Date: \_\_\_/\_\_\_/\_\_\_  
\*if different than last day worked  
 Last day worked: \_\_\_/\_\_\_/\_\_\_

Type of Termination: Voluntary  Involuntary   
 Eligible for rehire: Yes  No  Reason: \_\_\_\_\_  
 Written resignation/retirement letter received: Yes  No   
**Exit Interview Date:** \_\_\_/\_\_\_/\_\_\_ With: \_\_\_\_\_

**Manager's Responsibility:**

<i>Items to collect:</i>	<i>Returned</i>	<i>N/A</i>
Security ID	_____	_____
Parking hang tag	_____	_____
Keys	_____	_____
Pager	_____	_____
Cell phone/Blackberry	_____	_____
Computer (and bag)	_____	_____
Uniform	_____	_____

Other: \_\_\_\_\_

**HR (Information to be discussed at exit interview):**

<i>Benefits:</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
Medical benefits/COBRA	_____	_____	_____
Flexible spending	_____	_____	_____
Life insurance	_____	_____	_____
Pension/Tax Annuity	_____	_____	_____
Outstanding loans	_____	_____	_____
Outstanding Tuition Remission monies	_____	_____	_____

<i>Misc:</i>			
Process for receiving final paycheck	_____	_____	_____
Vacation/Sick payout	_____	_____	_____

Unemployment	_____	_____	_____
Employment Information Release Form/ References	_____	_____	_____

<b>Internal process to close files:</b>	<i>Completed</i>	<i>N/A</i>
Notify payroll and send final paycheck	_____	_____
Notify payroll about outstanding loans/ Tuition Remission	_____	_____
Notify credit union	_____	_____
Notify health provider	_____	_____
Notify life insurance provider	_____	_____
Process pension/savings forms	_____	_____
Modify HRS records	_____	_____
Terminate computer access	_____	_____
Separate I-9 from Active to Inactive	_____	_____
Move personnel file from Active to closed files	_____	_____

Checklist reviewed by:	
Employment: _____	Date: ___/___/___
Benefits: _____	Date: ___/___/___
Front Desk: _____	Date: ___/___/___