

EXIT INTERVIEW CHECKLIST

TO ASSIST SUPERVISORS WITH SEPARATING EMPLOYEES



| | | | |
|-----------------------|--|-------------------------|--|
| Employee Name: | | Term Date: | |
| Department: | | Supervisor/Dean: | |

| The following items have been reviewed/completed with the employee and their supervisor/dean: | | Comments: |
|---|---|-----------|
| <input type="checkbox"/> | Complete a CPD/UPD, attach the original separation letter provided by employee and submit to Human Resources (WA336). | |
| <input type="checkbox"/> | If employee supervised other positions, ensure the appropriate changes are made to the "supervisor of record" for the affected positions. <i>If completing a UPD, CPD or PRF this should be noted in the applicable fields. For all other situations, please complete the "On Campus Information Change Form".</i> | |
| <input type="checkbox"/> | Have Employee complete, sign, and submit to Human Resources (WA336) final time sheet (if applicable). | |
| <input type="checkbox"/> | Collect any state property in the employee's possession; examples include: keys, computers, laptops, PDAs, cellphones, library materials etc. | |
| <input type="checkbox"/> | Collect employee's ID card and/or ID tag/badge. | |
| <input type="checkbox"/> | Collect any purchasing card(s), corporate credit card(s), issued to the employee. | |
| <input type="checkbox"/> | Work with employee to ensure transfer of electronic data before the employee departs. After the employee leaves, supervisors will NOT be granted access and computers will be scrubbed. | |
| <input type="checkbox"/> | Terminate employee's access to any and all computer systems. | |
| <input type="checkbox"/> | Obtain forwarding address and/or E-mail. | |
| <input type="checkbox"/> | Confirm employee has provided a new address to or canceled any magazine subscriptions and other personal mail sent to their Minnesota State Mankato address. | |
| | | |

PLEASE complete, sign and date this document and send to Human Resources (WA 336).

Employee's Signature

Date

Supervisor/Dean

Date