EXIT INTERVIEW CHECKLIST
TO ASSIST SUPERVISORS WITH SEPARATING EMPLOYEES

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Term Date:</th>
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<tr>
<td>Department:</td>
<td>Supervisor/Dean:</td>
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The following items have been reviewed/completed with the employee and their supervisor/dean:

- [ ] Complete a CPD/UPD, attach the original separation letter provided by employee and submit to Human Resources (WA336).

- [ ] If employee supervised other positions, ensure the appropriate changes are made to the "supervisor of record" for the affected positions.

  *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".*

- [ ] Have Employee complete, sign, and submit to Human Resources (WA336) final time sheet (if applicable).

- [ ] Collect any state property in the employee's possession; examples include: keys, computers, laptops, PDAs, cellphones, library materials etc.

- [ ] Collect employee's ID card and/or ID tag/badge.

- [ ] Collect any purchasing card(s), corporate credit card(s), issued to the employee.

- [ ] 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.

- [ ] Terminate employee's access to any and all computer systems.

- [ ] Obtain forwarding address and/or E-mail.

- [ ] Confirm employee has provided a new address to or canceled any magazine subscriptions and other personal mail sent to their Minnesota State Mankato address.

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