

Exit Interview Checklist

Employee Name: _____ Term. Date: _____

Department: _____ Supervisor/Dean: _____

The following items have been reviewed or completed with Human Resources staff.	COMMENTS
1. Explained termination policies on benefits programs, retirement, and other funds.	
2. Informed employee to return MSU keys to Campus Security.	
3. Informed employee to turn in ID card and/or ID tag.	
4. Informed employee to return equipment, software, or other MSU property in employee's possession.	
5. Informed employee that MSU computer and telephone passwords will be deactivated.	
6. Obtained forwarding address.	
7. Employee will cancel magazine subscriptions and other personal mail sent to Minnesota State Mankato address.	
8. Informed employee to return MSU purchasing card, corporate credit card, and phone card.	
9. Asked employee if he/she has any travel advances for which he/she has not filed an expense report; told employee that the final paycheck may be withheld if he/she owes money to the university due to an unsettled advance.	

Employee's Signature: _____ Date: _____

Human Resources Representative: _____ Date: _____