

Employment Termination Checklist

Instructions to Manager. Complete this checklist for employees who are terminating employment or transferring to other departments prior to the employee's last day of employment. **Return the completed checklist to the Human Resources Department.**

Employee Name _____ Today's date _____

Department _____ Employee's termination date _____

1. Identify all property that the employee is required to return before exiting. Collect these items.

- ___ Keys
- ___ Books/materials/supplies
- ___ Computers/laptops
- ___ Computer documents/records/files
- ___ Hard-copy files
- ___ ID badge
- ___ Cell phone
- ___ Gas card
- ___ Uniforms
- ___ Building entry pass
- ___ Vehicle
- ___ Equipment: _____
- ___ Other: _____

2. Identify systems that require disabling. Contact Information Technology Dept.

- ___ Passwords
- ___ Computer access
- ___ Other: _____

3. Identify processes for transferring program knowledge/job-specific information.

- ___ Transition document of key departmental information/projects status/contracts
- ___ Transition meeting of job-specific information
- ___ Other: _____

Identify items you were unable to retrieve from the employee.

ITEM	Explanation or further action required
1.	
2.	
3.	

Manager Completing Form

Date

For Human Resources Department Use Only

- ___ Further action required (specify)
- ___ No further action required
- ___ Technician (initials) Date _____