



Exit Checklist

Completed	Action
	<p>Notification</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Communicate separation to HR. Submit documentation of the separation (resignation letter, supervisor documentation, etc.)
	<p>Classification</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: (1) Complete classification form for the separation. The effective date is the last day worked or the last day provided in the resignation letter. (2) Contact IT Department. • <u>HR</u>: Send classification form out for necessary signatures. Process completed classification form. Cancel insurance coverages.
	<p>Exit Interview</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Schedule exit interview with HR. • <u>HR</u>: Conduct exit interview with employee. Obtain updated contact information – phone number, address, email address. Collect ID Badge.
	<p>Last Day</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Collect keys, credit card, cell phone, assigned equipment and other company property the employee may have been issued.