

**Checklist for Exit Interview**  
*(To be completed by Human Resources)*

Employee's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**POSSIBLE ITEMS TO COLLECT**

**STATUS**

Notification of Employment Status <input type="checkbox"/> Dismissed <input type="checkbox"/> Resigned <input type="checkbox"/> Retired <input type="checkbox"/> Other	
Cell Phone	
Identification Card (retirees remake)	
Key(s)	
Library Books / Videos	
Parking Sticker	
Personal Computer	
Pager	
Phone Card	
Piedmont Club Membership	
Uniforms	
Radio	
Vehicle	
Continue E-Mail (if retiree)	
Benefit Notebook	

**POSSIBLE EXPENSES TO COLLECT**

**STATUS**

(or arrange payment thereof)

American Express Corporate Credit Card	
Bookstore Charges	
Computer Contract Balance	
Credit Union Loan	
Parking Tickets	
Telephone Bills	
University Housing	

## Checklist for Exit Interview Cont'd

### POSSIBLE CONSIDERATIONS

### STATUS

Time and Attendance Card	
PTO Payout (Has employee worked six months? Did employee give and work proper notice?)	
Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No	
Check to be Picked Up <input type="checkbox"/> Yes <input type="checkbox"/> No	

If mailed, to what address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### POSSIBLE BENEFITS TO DISCUSS

### STATUS

Benefits (Medical, Dental, etc.); (Life, LTD - see Benefits Counselor)	
Flexible Spending Account	
Retirement	

### OTHER:

This form completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

STATUS CODES:      D-Discussed      N/A-Not Applicable      P-Pending      R-Received