



## Employee Knowledge Transfer Questionnaire

Name:

Date:

Title:

Unit:

Department:

Location:

---

*\*To be completed by the Employee **within 3 days** of notice of Resignation\**

***This information will be used to assist in identifying job related functions that may or may not be outlined in the job description. Accurately identifying these functions will help us in our recruiting efforts.***

1. What are the open projects that you are currently working on that are critical and/or time sensitive? Please describe.
2. Who are the key contacts (internal/external) that we should be aware of? Please provide their name(s) and contact information.
3. What are the critical job functions that you perform on a regular basis that are NOT a part of your job description? Please describe.
4. What passwords, user ID's or other sign-on information, etc. for any external or third party vendor systems do you have access to? Please list.
5. Is there any additional information you would like to provide to help us in our recruiting efforts?

***Thank You***