

**Exit/Termination Checklist**  
**Supervisor's Checklist for Termination of Employees**

**Employee Information**

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Date Terminated: \_\_\_\_\_

**Note to Supervisor**

If this is an *involuntary termination*, your goals must be to:

- Reduce legal risks for the company
- Retain employee's dignity
- Protect the company's reputation
- Minimize disruptions of the normal functioning department

Notify Human Resources (       -       -       ) immediately of all involuntary terminations.

In order to process voluntary and involuntary terminations, please place a check by the appropriate reason(s).

**Voluntary**

- Accepted Position Outside Company
- Dissatisfied with Working Conditions
- Relocation
- Health
- Education
- Other Personal
- Military Service
- Transferred to another Department
- Retired: Age 65 and over
- Retired: Before 65
- Disability
- Layoff/Retirement
- Deceased
- Other

**Involuntary**

- Position Eliminated
- Lack of Funding
- Seasonal Funding
- Lapse of Funding
- Violation of Company Rules
- Excessive Absence/Lateness
- Failure to Perform Duties
- Release Unable to Perform Satisfactorily
- Other

**Benefits**

- Time / Leave record
- Number of unused vacation days: \_\_\_\_\_
- Severance pay: \$ \_\_\_\_\_

**Counseling**

- Continuation of health insurance: *Direct employee to H.R. Administrator*
- Employment:
- Outplacement services:
- Exit interview schedule appointment

**University Property (Collect if applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> Cellular Telephone, Beeper            | <input type="checkbox"/> Keys Office (Change locks if necessary) |
| <input type="checkbox"/> ID Cards                              | <input type="checkbox"/> Laptop, PDA                             |
| <input type="checkbox"/> Collect/Cancel Corporate credit cards | <input type="checkbox"/> Collect outstanding travel allowances   |
| <input type="checkbox"/> Close/collect any Petty Cash accounts | <input type="checkbox"/> Forward telephone calls                 |
| <input type="checkbox"/> Telecommunications (cancel track #)   | <input type="checkbox"/> Safeguard desktop computer              |
| <input type="checkbox"/> Manuals/Texts and Lab equipment       | information  |