Employee Exit and Interview Checklist

Please complete this 15 minute employee exit checklist and questionnaire on or prior to the last day of the exiting employee.

- [ ] Collect all keys, key cards, FOBS, uniforms and all other company property
- [ ] Update their email (and company phone) with automatic reply and who to contact
- [ ] Review any left open projects or important items that will need to be followed up on
- [ ] Review specific job duties they were responsible for from them?
- [ ] Collect all passwords and contact information for clients etc.
- [ ] Assign employee's tasks to other employees until the position is filled
- [ ] Properly make other employees aware of departing employee
- [ ] Make employee clear on benefits i.e. vacation/sick days paid out, insurance expiration
- [ ] If not terminated, did you perform an exit interview? (see below)

Exit Interview Questions

- [ ] Why are you leaving? _____
- [ ] What company are you going to? _____
- [ ] What is your new title and salary? _____
- [ ] What are our company strengths?_____
- [ ] How can we improve? _____
- [ ] Forwarding address? _____

Completed by: _____

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