

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: _____