



TPD Tips

Employee Departure Checklist





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When an employee departs from an organization, regardless of the reason, certain matters of closure must be attended to by HR. Use the checklist below as a basic guideline to ensure that all logistical issues surrounding the departure are resolved. Answering “Yes” to the question assumes proper closure of the matter at hand, whereas “No” indicates an outstanding task that must still be performed. “N/A” stands for not applicable.

Please note that this checklist is not designed to assist you with the decision to terminate a staff member’s employment, and assumes that written notification has been given to, or received from, the departing employee.

Guidelines	Yes	No	N/A
Has the reason for the employee’s departure been recorded in writing?			
Has a final timesheet been submitted to HR?			
Has the company provided the employee with a letter detailing the terms of departure (i.e. wages to be paid, departure date, etc.)?			
Has a copy of this letter been put on file by the company?			
Has the company’s insurer been notified that the employee is departing?			
Have all access keys or cards been collected from the departing employee?			
Has the employee’s identification card been collected?			
Have all company-provided garments been collected from the departing employee?			
Have all documents been returned by the employee (e.g. papers, training manuals)?			
Has all company-owned equipment been turned in by the employee?			
Has the IT department been notified to terminate the employee’s accounts and passwords on termination date?			
Have all files from the employee’s computer been sent to his/her supervisor for review, status, deletion, or storage?			
Has sensitive information, offensive content, unlicensed software, etc., been scanned for and removed from the employee’s computer?			
Have voicemail and email accounts been temporarily redirected to the employee’s former manager or supervisor?			
Has the departing employee’s alarm deactivation, access code, or other methods of entering the facility been terminated?			
Have combinations to safes, lockers, etc. to which the employee had access to been changed?			
Has the employee’s name been removed from the company’s main directory, telephone directory, and/or website directory?			
Have all personal expenses incurred by the employee been recouped?			
Have all corporate credit cards been returned?			

Guidelines	Yes	No	N/A
Have all the employee's subscriptions paid for by the company been cancelled or redirected?			
Has the rest of the company been informed of the employee's departure on or after the termination date (withholding the reason)?			
If the departing employee has requested and received a written or verbal reference, does the reference given provide an accurate detail of their performance record with the company?			
Have arrangements been made for the employee to retrieve personal belongings from his or her workspace?			
Have arrangements been made to send or allow retrieval of the employee's personal files, whether in print or in electronic form?			
Has an exit interview with the departing employee been conducted by an appropriate HR supervisor?			
Has the employee filled out the exit interview form?			

TPD is a full service Workforce and HR Solutions company. Whether you need help with exit interviews, departing employee processes, or managing your turnover, TPD is able to help. Contact us today to discuss flexible HR solutions.