

Exit Checklist – Supervisor

Name: _____

Position: _____

Supervisor: _____

Termination Date: _____

| | Date |
|---|-------------|
| Computer Network Access Inactivated | |
| Computer Files Backed-Up | |
| Email Announcement/Forwarding | |
| Tools/Equipment Returned | |
| Voicemail Inactivated | |
| Keys Returned (forward to Plant Operations) | |
| College ID Returned (forward to HR) | |
| Procedure for Providing References | |
| Credit Card Returned | |