

## Appendix 1

### Checklist for Employee Departure

	#	Task	Date Completed
<input type="checkbox"/>	1.	Arrange to have the exit interview conducted prior to the employee departure Who is conducting interview? _____ Date to be conducted _____	
<input type="checkbox"/>	2.	Resignation Letter <i>or</i> Letter of Intent to Retire <i>or</i> Termination Notice <i>or</i> Notification of Death has been submitted	
<input type="checkbox"/>	3.	Employee has completed and submitted final expense claim if applicable	
<input type="checkbox"/>	4.	Government, Departmental and/or Divisional ID Cards, Badges, Building proximity cards collected	
<input type="checkbox"/>	5.	Advise Information Technology re: telephone access; GroupWise account; network access; and provide instructions on electronic files to be transferred	
<input type="checkbox"/>	6.	Obtain employee business cards	
<input type="checkbox"/>	7.	Obtain departmental property (pagers, cell phones, laptop, personal computers, cameras, company vehicle, palm pilot, etc.)	
<input type="checkbox"/>	8.	Contact Finance re: outstanding monies owed on Travel Advance; monies owed on Educational Advance or Allowance (s); monies owed to petty cash	
<input type="checkbox"/>	9.	Obtain departmental credit cards, telephone calling cards, procurement purchasing cards, gas cards, taxi chits, vouchers, etc.	
<input type="checkbox"/>	10.	Obtain building keys, desk/workstation keys, office keys, filing cabinet keys, access cards and codes	

