

## UNIVERSITY OF MINNESOTA, CROOKSTON

### EXIT INTERVIEW CHECKLIST COMPLETED BY SUPERVISOR OF UNIT

Instructions: This form is to be completed by the supervisor or department representative before an employee's last date of employment at the University of Minnesota, Crookston (UMC). Place a check in the box after each item has been returned. If a particular item does not apply, write N/A to the left of the box. After you have completed this form, sign it and return it to the Human Resource Office. It will be placed in the employee's personnel file.

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ PROGRAM AREA \_\_\_\_\_

Last date of employment: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Forwarding telephone number: \_\_\_\_\_

- Employee has submitted a letter of resignation  
 Returned all building & room keys belonging to UMC  
 Returned laptop computer  
 Returned software manuals

Returned text  
 books

- Returned course/curriculum materials  
 Returned teacher's manuals/textbooks/course video tapes  
 Returned cellular telephone  
 Returned telephone charge card  
 Returned gasoline credit card  
 Returned University purchasing card

- Returned UMC travel & charge card (s)  
 Discussed job duties that remain to be completed  
 Other (Specify) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

Other comments:

I verify that all the items checked above have been accounted for

\_\_\_\_\_  
*Supervisor or Program Director Signature*

\_\_\_\_\_  
*Date*