

End-of-Employment Checklist

Employee Name: _____

Department: _____

Manager's Name: _____

Director's Name: _____

Hire Date: _____ End-of-Employment Date: _____

General Considerations

It is important that an employee leaving Dartmouth College employment is treated with respect and appreciation for work done. Even and perhaps especially in circumstances less than amicable, respect for the departing employee is critical and any personal or public comments should be limited but still positive, as remaining employees observe the treatment that a departing employee receives.

A critical part of the end-of-employment transition is to obtain from the departing employee a summary of project work, process documentation, location of files (physical and electronic) and any other items related to the transfer of knowledge before the employee's departure.

Transition Plan

Equally important to remaining employees is the fair and effective transfer of the workload for which the departing employee was responsible. An orderly but comprehensive work transition plan is critical and should include:

- a timeline and responsibilities- clarity around gradual or immediate transition of work as well as clarity around interim or long-term responsibility
- training responsibilities –supervisor, employee covering the responsibility or technical specialist
- communication of plan – department, co-workers and campus colleagues

Exit Interview and Questionnaire

Contact your HR Consultant if you have any questions.



Managers should offer to departing employees the opportunity for an exit interview, to be conducted either with their manager, or with a representative from the Office of Human Resources. The interview may be followed by asking the employee to complete and return an Exit Questionnaire, after their departure from the position or the College. Please see the document, "The Exit Interview Process," for more information, or contact your Human Resources Consultant.

HR, Pay and Benefits

- Discuss and confirm amount of vacation leave balance to be paid out if salaried employee; verify total accruals to be paid out and send email to EIS.
- Discuss final pay disposition (period covered in final check plus any unused vacation leave)
- Obtain final mailing address for W-2 and correspondence
- Submit Payroll Authorization and, as applicable, final timesheet; also, salaried vacation leave balance, to EIS/Payroll
- Arrange for exit interview by manager or Human Resources
- Benefits appointment made with HR Benefits; to discuss retirement accounts, COBRA coverage, other
- Deliver supervisory/employee file notes to Human Resources

Retrieval of Department/Building/College Property

- Keys (office, building, desk, other)
- Badge/ID (Dartmouth office, building, other)
- Card keys (office, building, other)
- Tools/equipment/safety equipment
- Purchasing card(s)
- If authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser
- Clean out lockers, desk, etc.
- Close out access to library; cancel memberships (gym, other)
- Return parking permit

Computing Equipment Retrieval and Disabling of Access Rights

- Network access account (network, mainframe, servers, etc.)
- E-mail account (check if any reason for immediate cancellation, otherwise default is 30 days after last day worked
Should e-mail be rerouted? If so: User ID: _____)
- "Out of office" in BlitzMail with information for contact person
- Computer
- Laptop
- Printer (laser, inkjet, all-in-one)
- Fax and/or copier
- Cell phone and accessories
- PDA
- Pager

- Employee records final voicemail greeting with phone number of contact person
- Voicemail access code
- VPN connection access
- College dial-up account access
- Cancel specific software access (accounting software, HR software, etc.)
- Remove employee's name from standing distribution or scheduling lists
- _____