# EXIT INTERVIEW CHECKLIST

**OFFICE OF HUMAN RESOURCES (OHR)**
**1650 Bedford Avenue, Brooklyn, New York 11225**
**(718) 270-6910 (PHONE)**
**(718) 270-6909 (FAX)**

| **Employee** | **Date Action Completed** |
|---|---|
| ☐ If separation is voluntary; employee must submit a signed and dated letter of resignation to supervisor. | _____ |
| ☐ Must submit final time-sheet to supervisor. | _____ |
| ☐ Must inform OHR of any change of address or contact information. | _____ |
| ☐ Must return library books to Library. | _____ |
| ☐ Must return to OHR during Exit Interview: | _____ |
| × Employee Id | |
| × Keys, if applicable | |
| × Parking Permit, if applicable | |
| × College credit card, if applicable | |
| ×All uniform/tools, if applicable | |
| ×Company–owned Equipment: (laptops, cell phones, pager, etc.), if applicable. | |
| ☐ Complete Exit Interview Form and submit during Exit Interview. | _____ |
| ☐ Retrieve COBRA Health Insurance via OHR website and complete online. | _____ |
| ☐ Must settle all outstanding salary advances. | _____ |
| **Supervisor** | |
| ☐ Must contact OHR within 24 hours of pending employee separation. | _____ |
| ☐ If not voluntary, please submit and sign a termination letter for employee. | _____ |
| ☐ Must submit a copy of employee's letter of resignation to OHR. | _____ |
| ☐ Must signed and submit final time-sheet to OHR. | _____ |
| ☐ Must cancel employee access to academic applications. | _____ |

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| **Human Resources Specialist** | **Date Action Completed** |
|---|---|
| ☐ Will contact employee to schedule an exit interview. | _____ |
| ☐ Will collect all property items from employee. | _____ |
| ☐ Will cancel employee access privileges and passwords to electronic data by sending email notification to the Office of Information Technology.<br>**Access:**<br>× Login, Email Account and SIMS | _____ |
| ☐ Will review Exit Interview Form. | _____ |
| ☐ Will inform employee of final pay, annual leave pay, unemployment compensation (if applicable) and retirement benefits (if applicable). | _____ |
| ☐ Will explain the reemployment policy to employee. | _____ |
| ☐ Will notify Payroll Department of pending separation. | _____ |
| ☐ Will remove I-9 Form from active file. | _____ |
| **Benefits Coordinator** | |
| ☐ Will advise employee of benefits termination. | _____ |
| ☐ Will send a letter of benefits termination date and COBRA options. | _____ |