

The Employee Exit Checklist is purposed to facilitate a seamless process for employees transitioning roles on campus or departing the University of Denver. Please note that each unit/division on campus may have additional requirements or protocols.

Knowledge Transfer Meeting

- Develop a list about what skills and competencies you believe are required in order to be successful in the position you held.
- Recall key experiences that would provide constructive feedback for the unit/department moving forward with a new employee in the position.

Operational Responsibilities

Resignation

- Provide a letter of resignation (email or hard copy) to your manager.
- Go to the [Employee Transitions website](#) for information on benefits, parking pass, eco pass, retirement, and COBRA.

Administrative

*Discuss these items with your manager prior to completing.

- Activate out of office on email.
- Change voicemail message to reflect departure and include information on new point of contact.

Items to Return

- Keys to office(s) and filing cabinets.
- Purchasing card.
- Laptop, computer related equipment, and any other University property.

Employee Exit Questionnaire and Exit Conversation

Please complete the [exit questionnaire](#) to provide feedback back regarding your experience at DU (voluntary). If you would like to schedule an exit conversation with HR, please contact Aimee Neu at aimee.neu@du.edu or x13307.