Employee Exit Checklist - Managers

The Employee Exit Checklist is purposed to provide a platform to help support supervisors and managers with 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

- ☐ Arrange a meeting to capture critical knowledge from the departing employee surrounding what skills and competencies are required to perform the job.
- ☐ Document key findings in order to improve the position for the next person.

Operational Responsibilities

Resignation

- ☐ Collect letter of resignation from employee.

Transition Paperwork

- ☐ Work with the unit/Division Budget Officer/Coordinator to complete the BES Form (Benefit Employee Separation) so that it can be processed by Human Resources prior to the bi-weekly or monthly payroll deadline.
- ☐ Direct employees to the Employee Transitions website for forms and additional information.

Administrative (as applicable)

- ☐ Remove access to department folders/shared drives.
- ☐ Change password on shared accounts or mailboxes.
- ☐ Change voicemail passwords and voicemail message.
- ☐ Remove employee from applicable web pages/listings.
- ☐ Make arrangements to remove employee's name from department email distribution/contact lists.

Items to Collect (as applicable)

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

Employee Exit Questionnaire and Conversation

Please encourage your employee to complete the questionnaire before leaving the University (voluntary). Employees have the option to schedule an exit conversation with HR. They can contact HR (ext. 17420) with any questions regarding this process.

Departure Conversation

If possible, meet with the employee prior to or on their last day to discuss the employee's personal successes and their contributions towards the unit, division and/or University level.