



DAS/OIT EXIT INTERVIEW CHECKLIST

DAS/OIT supervisors must complete this form for DAS/OIT employees who are separating employment from DAS/OIT or transferring to another division. Upon completion and upon signature of both supervisor and employee, submit this form to your division's employee relations officer/Office of Employee Services. An employee's final paycheck will be contingent upon submission of the Exit Interview Checklist.

GENERAL INFORMATION

Date: _____ Employee's name: _____

Supervisor's name: _____

Division/Office: _____

Separation date: _____

Employee is (check one):

- Transferring to another office in the same DAS/OIT division
- Transferring to another DAS/OIT division
- Transferring to another state agency, board or commission
- Leaving state government

ASSET INVENTORY

Has the employee returned:	Yes	No	N/A
Building I.D. badge	_____	_____	_____
Security/access badges	_____	_____	_____
Keys	_____	_____	_____
Pager	_____	_____	_____
Cell Phone	_____	_____	_____
Blackberry	_____	_____	_____
Thumb drive	_____	_____	_____
Laptop computer	_____	_____	_____
Secure ID token	_____	_____	_____
ASAP Binder	_____	_____	_____
Other (Applications)_____	_____	_____	_____

Meeting was held to obtain public records from the employee on MEETING DATE: _____

Is this employee:	Yes	No
A Floor Warden	_____	_____
An Essential Employee - Weather	_____	_____
An Essential Employee - Disaster	_____	_____
Visually, hearing, or physically impaired	_____	_____

ACCESS TERMINATION

Have the following officials been contacted (attach copy of e-mails to this form):

- IT Services administrator/LAN manager to terminate accounts and access privileges
- Administrator for the Office of Employee Services to revoke OAKS HCM access (if applicable)
- Administrator for the Office of Finance to revoke OAKS FIN access (if applicable)
- Telephone Coordinator to make necessary changes in phone service, voicemail, etc.
- Your Division FAMS manager to ensure all equipment is returned.
- Building Security of this employee's departure (if visually, hearing, or physically impaired)?

_____ If the employee is transferring to another agency or leaving state government, did you, as supervisor, ensure this employee has a scheduled exit interview appointment to meet with the division's employee relations officer and/or the DAS Office of Employee Services? Important benefit information and separation documentation are reviewed with the employee at this meeting. MEETING DATE/TIME: _____

Please return this completed form to your Employee Relations Officer/Office of Employee Services.

Supervisor signature _____ date _____ Employee signature _____ date _____