



EXITING EMPLOYEE CHECKLIST

Supervisor Instructions: This checklist should be used when an employee separates (voluntarily or involuntarily), intends to retire, or will be transferred to a new department.

Please account for all items/tasks on the list. If you have any questions, please contact HR@njit.edu.

- If voluntary resignation or retirement, obtain a letter of resignation and submit a Google Form.
- Terminate all computer and email access.
- Disable any personal office code
- Remove name from department homepages, directories, etc.
- Make adjustments on voicemail.
- Assure that employee has an out of office with another point of contact.
- Verify that all hazardous chemicals/hazardous materials have been properly disposed of or transferred.
- Return parking tag.
- Remind the employee to remove personal items from lockers, desks, etc.
- Obtain from the employee any department or NJIT property, including but not limited to:
 - Keys
 - ID Card
 - Computer/Laptop
 - Tools
 - Uniforms
 - Cell Phone
 - Equipment
 - Manuals