



Supervisor's Checklist for Employee Resignation

- Set specific meeting dates and times for updates on existing work tasks and projects, the transition of said tasks and projects to the appropriate individuals, as well as overall transfer of knowledge.
- Determine appropriate routing for incoming calls and emails to the departing employee.
- Forward extension, as determined above.
- Forward email and/or set appropriate auto-reply, as determined above.
- Plan for any going-away celebration(s), as appropriate to the situation.
- Decide if you are replacing the position. If so, begin the recruiting planning process now. Do not wait until the employee has left the University.
- If filling the position, review the job description and update accordingly.
- Initiate the job posting in MEMS (may be done by a designee). Recruiting efforts are permitted to run concurrently with a departing employee's notice period.
- Determine the need, if any, for temporary or contingency hiring.
 - [Click here to submit a Request for Temporary Employee](#), if needed.
 - [Click here to submit a PF10 Request for Contractual Employee](#), if needed.
- Collect all University property, on or before the employee's final day of employment.
 - Keys Access Badge Laptop Cell Phone
 - P Card Parking Pass Uniforms Tools
 - Other: _____
- Document what was collected and, if possible, confirm via email with the employee. The departing employee and/or the supervisor may use the Return of Property form for this purpose.
- Work with the employee to reset and document passwords and lock codes for any equipment. Do not share the new password with the departing employee.
- Ensure any biometric lock (i.e. thumb print, facial recognition) is disabled on cell phones, laptops, and any other equipment with similar capabilities.
- Send email communication to co-workers, other departments/employees, and/or vendors the employee may have worked closely with, as appropriate.