



# TUFTS UNIVERSITY Separation Checklist

Employee Name \_\_\_\_\_ Separation Date \_\_\_\_\_

Super/Mgr Name \_\_\_\_\_ Department \_\_\_\_\_

Before an employee's last day at the University, the supervisor should collect department and/or University property and remind the employee to return any library books or other borrowed material.

Below is a checklist to assist supervisors/managers with this responsibility. It is not necessary to return this form to HR.

## ❖ Return of department/University Property

- Keys to the department doors, file cabinets, desks, etc.
- University identification card
- University credit cards, telephone calling cards, procurement cards, etc
- Does the employee have other University property that should be returned (for example: computer, pager, cash box, cell phone, parking garage pass, or vehicle keys)?
- Has the employee borrowed library books that should be returned?

## ❖ Cancellation of accounts or access

- Contact local IT/FSP staff to cancel e-mail and any other network accounts (for example: NT, OnTime).  
Note: Reports of relevant employee status changes are provided to system administrators of PeopleSoft and IDMS accounts.
- Send e-mail to [Teldesk@tufts.edu](mailto:Teldesk@tufts.edu) and request that the voicemail password be reset to the default. Also request any changes to the display information on the individual phone set. Ask your employee to clean out any mail messages before leaving the University.
- Ask the employee to "unsubscribe" to any university or non-university e-mail lists s/he subscribes to and obtain a list of any university email lists the employee manages.
- Notify Public Safety at [publicsafety@tufts.edu](mailto:publicsafety@tufts.edu) to de-activate card access and/or alarm code access.

## ❖ Exit Interview

- Recommend that staff employees contact an HR Representative for an exit interview. Regardless of the reason(s) for leaving, an exit interview is helpful when filling the position, not only to the hiring manager and HR staff, but also to prospective candidates.
- Schedule your own exit meeting to pull together any unfinished work and get feedback on what worked well and what could be improved for the replacement. Let the employee know that both positive and negative feedback are helpful.

**Note:** Remind the employee to contact the Benefits office at extension 73270 with any benefit questions. Also, the supervisor should prepare the Separation PAF and send it to their campus Human Resources office one to two weeks before the actual separation date.