

[insert organisation name/logo]

## Staff Exit Checklist

The following exit checklist is to be used with resigning and terminated staff members.

Employee's name: \_\_\_\_\_ Scheduled exit date: \_\_\_\_\_

PROPERTY	n/a	Not Returned	Date Returned
<b>Motor Vehicle</b> Keys - fuel card - Toll tag – other			
<b>Keys</b> Office/building - filing cabinets – petty cash			
<b>Mobile phone</b> Charger – other accessories			
<b>IT equipment</b> Laptop – software - flash drives and other storage devices			
<b>Documents</b> Hard copy files – electronic files – resources – work in progress – business cards			
<b>Passwords/codes</b> Laptop – Network and other IT systems			
<b>Financial</b> Bank security tokens – corporate credit card			
<b>Other</b>			

ADMINISTRATION	Date	By whom
Exit interview conducted		
Forwarding contact details provided		
Written reference or certificate of service provided		
Employee's personal items removed		
Final payments calculated and made		
Superannuation fund informed of cessation of employment		
Fringe Benefit Tax (FBT) fund informed of cessation of employment		
CabCharge card returned and cancelled		
Network and other systems access restricted		
Financial and other transactions signatory access removed		
Employee details removed from the website, phone message, staff list		
Notify <b>[insert organisation name]</b> members and relevant stakeholders where relevant		
Transfer membership contact details to alternative staff member		
Personnel documentation completed and file archived		

Supervisor name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Reference

*This checklist is adapted from the NADA Staff Exit Checklist.*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)