



HAMPSHIRE COLLEGE Separation Checklist

Employee Name _____ Separation Date _____

Super/Mgr Name _____ Department _____

Before an employee's last day at Hampshire College, the supervisor should collect department and/or College 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/College Property

_____ Keys to the building doors, department doors, file cabinets, desks, laptop locks, vehicles, etc.

_____ Hampshire College identification card

_____ College purchasing card (PCard), telephone calling cards, procurement cards, outstanding receipts, outstanding requests for reimbursement, etc.

_____ Does the employee have other College property that should be returned (computer, laptop case, pager, cell phone, GPS, Fastlane tag, chair, calculator, library books, etc.)?

Cancellation of Accounts or Access

_____ Cancel email and any other network accounts by submitting a ticket on TheHub under "Datatel."

_____ Contact purchasing@hampshire.edu to cancel PCard.

_____ Contact onecard@hampshire.edu to disable ID card access and publicsafety@hampshire.edu to deactivate alarm code access.

_____ Send e-mail to helpdesk@hampshire.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 College.

_____ Ask the employee to "unsubscribe" to any college or non-college e-mail lists s/he subscribes to and obtain a list of any college email lists the employee manages.

Exit Interview

_____ Recommend that 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 from them to you will be helpful.

_____ Remind the employee to contact the Human Resources Office at extension 5495 with any benefit questions. Also, the supervisor should prepare the Termination Form with the employee's resignation letter attached and send it to the Human Resources Office one to two weeks before the actual separation date.