



Employee Exits: Checklist for Supervisors

Please work through this checklist with employee in their last week/days to finalise employment aspects and to prepare for the handover of the role.

Employee Name:	Supervisor Responsible for Exit:
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TO ORGANIZE PRIOR TO EXIT

- For staff resigning or retiring, the [Notification of Exit](#) form and separation documents (written resignation) have been completed, accepted by Area Manager (for levels 4 and below) or General Manager (for Levels 5 and above) and sent to the HR & Safety Officer (cscshr@csu.edu.au).
- Outstanding annual, time-in-lieu, purchased, sick and special leave applied for on Web Kiosk. Any other leave type that is outstanding to be applied on a leave form and sent to the HR Service Centre.
- Employee has completed the CSCS online exit survey. If your employee has not received an email with the link to the exit survey before their last day, please contact CSCS HR (cscshr@csu.edu.au).
- Employee has been removed from staff, email, contacts and circulation lists.
- WHS Committee org chart updated – email cscs@csu.edu.au if this is necessary.
- Update Asset register with property returned eg: laptop, mobile etc.
- Log an [IT Service Desk Request](#) to update owner name of mobile, laptop, tablet or device.
- Any financial delegation authorities have been removed and replaced.
- A meeting has been completed with the employee to hand over the role and to provide feedback about improvement and change at the local workplace (e.g. to inform future job design, workforce planning and recruitment actions).

Date of exit meeting:	Attendees:	Employee Signature:
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CSCS PROPERTY TO BE RETURNED

- ID Access Card
- Duo Mobile Fob
- Keys
- Uniform (polo, jumper). To be returned and sent to CSCS Corporate office. This is for safety reasons.
- Computer/laptop. Ensure all CSCS files are moved to CSCS shared folder.
- CSCS mobile device (e.g. phone or tablet) returned. Ensure device is cleared, log out of iTunes, remove screen lock etc.
- CSCS Documents and IP (hard copy files, electronic files, books, business cards, memberships, passwords)
- Any other CSCS property eg: tokens, flash drives etc.
- Visa card collected and sent to the Division of Finance (Travel Office).

I have worked through this checklist and ensured that all areas have been covered prior to the last day of exit for the employee listed above

Name	Date	Signature
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Please forward a copy of this completed checklist to cscshr@csu.edu.au for filing.