



Departure Checklist

This checklist is intended to help you complete the exit process. Please check off each applicable area and return to your supervisor prior to your departure.

Date Completed

- _____ Submit letter of resignation
- _____ Sign final timesheet and submit to your supervisor
- _____ Return all departmental property to your supervisor unless otherwise specified
- _____ Pay any outstanding amounts due or travel advances
- _____ Return department/building keys to the key shop: See John Hogate, Key & Lock Services in the Physical Plant (present key receipt to the Human Resources Office.)
- _____ Provide Human Resources with forwarding address or change mailing address if applicable (See below)
- _____ Return books or materials checked out from Hamersly Library
- _____ Change check delivery, if needed (contact the Payroll Office prior to termination)
- _____ Contact Human Resources regarding continuation of insurance benefits if applicable
- _____ Schedule an Exit Interview (optional)
The Office of Human Resources would like to set up a confidential exit interview with you prior to your departure from Western Oregon University. The exit interview is a confidential questionnaire which gives us insight into turnover patterns, how working conditions and employee morale may be improves, and assists us with long range planning. Normally, the interview will take 30 minutes or less. Please contact the Office of Human Resources at 503-838-8490 to set up your interview, or fill out the enclosed form and return it at your earliest convenience.

Office of Human Resources

345 N. Monmouth Ave | Monmouth, OR. 97361 | 503-838-8490 | 503-838-8144 (fax) | <http://www.wou.edu/hr>