



## 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 / Leave Report 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 Key & Lock Services in Facilities Services. Present key receipt to the Human Resources Office.
- \_\_\_\_\_ Provide Human Resources with forwarding address or [change mailing address](#) if applicable.
- \_\_\_\_\_ Return books or materials checked out from Hamersly Library.
- \_\_\_\_\_ Fill Out & Return Final Check Form to supervisor with final Timesheet or Leave Report. [Full & Part Time Classified Employees and 12 Month Unclassified Employees.](#) [9 to 11 Month Unclassified Employees.](#)
- \_\_\_\_\_ Read [Benefit & Retirement Information](#).
- \_\_\_\_\_ 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.