**EMPLOYEE OFF-BOARDING CHECKLIST**

| **Employee Name:** |  | **Employee ID Number:** |  |
| --- | --- | --- | --- |
| **Job Title:** |  | **Department:** |  |
| **Supervisor Name:** |  | **Supervisor Title:** |  |
| **Departure Date:** |  | **Today’s Date:** |  |

**\*This form should be completed by the employee’s supervisor, manager or by the exiting staff member\***

**Done N/A**

| **Pre-Termination Notification** |  |  |
| --- | --- | --- |
| **Form 12 to Human Resources** |  |  |
| **Online Exit Interview Survey Form** |  |  |
| **Coordinate with HR if separation letter or statement of service is needed** |  |  |
| **Advise all relevant staff & external contacts of departure** |  |  |
| **Have employee log important job duties for their replacement** |  |  |
| **Outline final work requirements and due dates** |  |  |
| **Collect issued devices (Computer, phone, tablets, etc.)** |  |  |
| **Collect uniforms, keys, badge, p-card or any tools used to perform job functions** |  |  |
| **Remove employee from any licenses of software they may be occupying** |  |  |
| **Verified any active education assistance contracts (CDL Program, Scholarship commitments, etc.)** |  |  |

| **ADDITIONAL COMMENTS OR TASKS PERFORMED** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | |  | |  |  | |
| **EMPLOYEE SIGNATURE:** | | |  | **DATE:** |  | |
|  | | |  |  |  | |
| **SUPERVISOR SIGNATURE:** | | |  | **DATE:** |  | |

**Please submit the form to Human Resources by emailing it to** [**Personnel@cctexas.com**](mailto:Personnel@cctexas.com)

**Questions? Call: 361.826.3300 (Select 0)**