



TERMINATION CHECKLIST & EXIT INTERVIEW

Employee: _____ **EIN:** _____ **Division:** _____

Last Day Worked: _____ **Last Day Paid:** _____

- Final Timesheet Entered
- State ID Card Returned
- UTA EcoPass Returned
- UMD Access Turned Off

Verify the Following If Applicable:

- Educational Assistance (was there a reimbursement within the last year?) - Y or N
- State-owned equipment returned (Keys, Phone, Laptop, etc.) - Y or N
- Reimbursements submitted (Mileage, Meal Allowance, etc.) - Y or N

Please verify home address for possible future correspondence.

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Email Address: _____ Phone #: _____

Reason for leaving state employment (Optional): Check all that apply.

<input type="checkbox"/> Abandonment of Position	<input type="checkbox"/> Other Reasons
<input type="checkbox"/> Deceased	<input type="checkbox"/> Other Employment
<input type="checkbox"/> Dismissal	<input type="checkbox"/> Relocation
<input type="checkbox"/> Education	<input type="checkbox"/> Retirement
<input type="checkbox"/> End of At-Will Employment	<input type="checkbox"/> Reduction in Force
<input type="checkbox"/> Military Service	

Are there any internal issues or concerns that HR should be made aware of?

Do you have any feedback for departmental improvement?

Additional comments:

As I terminate my employment with the State of Utah, I hereby certify that I have returned or am now returning all items in my possession that are the property of the State of Utah.

Employee:

Name (please print):

Employee Title:

Signature:

Date:

Interviewer (HR Office):

Name:

Signature:

Date: