

<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Last Name:	First Name:	Employee ID:
Last Day on Payroll:		Department:	Current Supervisor:
Today's Date:		Job Title:	

Human Resources recommends supervisors meet with all separating employees (resignations, internal or external transfers, retirees) to discuss pending work items prior to their separation from the University/department. HR has created this template as a resource to use during your meeting with separating employees.

**Questionnaire:**

*If additional pages are needed, please attach them to this document.*

1. What are the pending items/projects that you are currently working on that are critical and/or time sensitive? Please list each item/project and describe in detail.
  
2. Who are the key contacts (internal/external) that we should be aware of? Please provide their name(s), title, company and contact information. List each contact and their information.
  
3. What are critical job functions that you perform on a regular basis that are NOT in your job description? Please list each function and describe in detail.
  
4. Are there any external or third party vendor systems that you have access to? Please list.
  
5. Is there anything else I need to know about your role and responsibilities?