

CHECKLIST FOR DEPARTING PERSONNEL

NAME _____

POSITION TITLE _____

DEPARTMENT _____

LAST DAY OF WORK _____ OFFICIAL TERMINATION DATE _____

TRANSFER TO ANOTHER LSU DEPARTMENT?	YES	NO
TRANSFER WITHIN LIBRARIES?	YES	NO

The supervisor must **initial** the form in the appropriate blank as items are completed. The completed form should be sent to the Library Office (Dawn Zaske) after the supervisor signs verifying completion.

ACTIVITY

RESPONSIBILITY

- | | |
|---|--|
| 1. _____ Letter of resignation submitted | Supervising Department Head |
| 2. _____ Telephone number _____
Cancel phone line? YES NO | Supervising Department Head |
| 3. _____ Dean's Council advised via e-mail | Library Office (Dawn Zaske) |
| 4. _____ Long distance code canceled; staff directories updated | Library Office (Lydia Browning) |
| 5. _____ Library listservs updated | Lydia Browning and others as applicable |
| 6. _____ Voice mail password _____
Cancel voice mail? YES NO | Supervising Department Head contact Andrena Keesee |
| 7. _____ Corporate credit card cut and sent with a note of explanation to Accounting Services | Administrative Services (Karen LeBlanc) |
| 8. _____ Library keys returned; security code, pager, etc., canceled | Andrena Keesee in Middleton or James Abbott in Hill Memorial |
| 9. _____ All library materials returned | Circulation (Floris St. Amant) |
| 10. _____ ID's for mainframe, email, LAN, web server canceled. | Systems/Brian Melancon |
| 11. _____ ID's for Unicorn/Workflows/iLink canceled. | Systems/Natalie Palermo |
| 12. _____ Parking tag, and gate card turned in | Employee (turns items in to Parking Office) |
| 13. _____ University ID, library badge, | Personnel Coordinator (Dawn Zaske) |
| 13. _____ Adm. Coordinator notified via e-mail | Personnel Coordinator (Dawn Zaske) |
| 14. _____ Forwarding address provided/Change of Address form completed if necessary | Personnel Coordinator (Dawn Zaske) |
| 15. _____ Exit interview conducted | Personnel Coordinator (Dawn Zaske) |

ADDRESS:

Phone: _____

All steps in the exit process have been completed.
Supervisor's Signature & Date:

_____ / _____