



University of Massachusetts Medical School
Human Resources

**CHECKLIST FOR
EMPLOYEES LEAVING THE UNIVERSITY**

Name:	Termination date:
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I would like to schedule an exit interview and have contacted my department's HR Consultant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have received and reviewed The Guide for Employees leaving the University	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have completed an address change form, if applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have contacted International Students & Scholars Office at ISSOUMMS@umassmed.edu for assistance with visa related questions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have returned the following University property to Department administrator or manager: <ul style="list-style-type: none">• Badge/ID -- Parking, Kronos• Keys – office, file cabinets, etc.• Computer equipment• Pager• Cell phone• Procard/credit card(s)• Uniforms• Other _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have any questions, please contact your HR Consultant.

Thank you.