

Petersburg City Public Schools

Human Resources Department

255 South Boulevard East
Petersburg, Virginia 23805
(804) 862-7054

Exit Interview Checklist

Name	Position
School/Department	Date of Separation

Employee	Supervisor/Administrator Signature	Date Completed
Submit letter of resignation		
Submit retirement package		
Submit Resignation/Retirement Form		
Return employee badge		
Return electronic access key		
Return keys		
Return cellular phone		
Return laptop computer		
Return iPad		
Return credit card		
Return equipment		
Return teacher manuals/textbooks/video		
Return uniform/tools		
Submit final time and attendance report		
Human Resources Representative	Administrator/HR Representative Signature	Date Completed
Contact employee to schedule an exit interview.		
Notify Payroll Office of pending separation.		
Collect all property items from employee.		
Inform employee of final pay, annual leave, unemployment compensation, and retirement benefits.		
Send a letter of benefits termination date and COBRA options.		
Cancel employee access privileges and passwords to electronic data by sending email notification to the Information and Technology Department.		
Advise employee of benefits termination.		
Collect Confidential Separation Form.		
Review Exit Interview Form		
Signature of Employee	Signature of Human Resources Representative	