



This checklist must be completed by the supervisor **ON** or **BEFORE** the employee's last day (or ASAP in the case of job abandonment). The original copy, exit interview, City badge, and parking tags will be returned to Human Resources within 3 business days from the employee's exit date. If a badge and parking tags were not issued, this form and exit interview can be scanned and emailed to Anna.Richardson@cityofclarksville.com

OFFBOARDING CHECKLIST

Name: _____ **Department:** _____

Effective Date: _____

Reason: *Transfer* *Retirement* *Termination* *Resignation* *Other:* _____

Exit Interview

Completed by employee

Email itworkorder@cityofclarksville.com in order to:

- Disable employee's access to City network
- Disable employee's access to Employee Self Service (ESS)

City Equipment

Returned:	Not Returned:	N/A:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Badge(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door Cards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office/Department Keys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Keys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P-Card
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uniforms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronics (cell phone, tablet, laptop, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Safety equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weapons
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

List miscellaneous equipment returned:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Exit Interview

We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

Name	Employment Date
Department/Division	Termination Date
Position	Manager

What prompted you to seek alternative employment?

Type of Work

Quality of Supervision

Compensation

Work Conditions

Lack of Recognition

Family Circumstances

Organizational Culture

Career Advancement Opportunity

Business/Product Direction

Other: _____

Before making your decision to leave, did you investigate other options that would enable you to stay? Yes No

If "yes", describe:

What did you think of your supervision in regard to the following?

	Almost always	Sometimes	Never	Comments
Demonstrated fair and equal treatment				
Provided recognition on the job				
Developed cooperation and teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor	Comments
Cooperation within your department					
Cooperation with other departments or divisions					
Communications in your department					
Communications within the City as a whole					
Communications between you and your manager					
Morale in your department					
Job Satisfaction					
Training you received					

Growth Potential					
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Was your workload usually:

- Too great
- Varied, but all right
- About right
- Too light

How did you feel about your salary and the employee benefits?

	Excellent	Good	Fair	Poor	Comments
Base Salary					
Medical Plan					
Dental Plan					
Vision Plan					
457 Plan					
Life Insurance					
Paid-time-off					
STD/LTD Plan					
Other					

Are there any other benefits you feel should have been offered?

- Yes No

If "Yes", what?

Any other comments on benefits?

How frequently did you get performance feedback?

What were your feelings about the performance review process?

How frequently did you have discussions with your manager about your career goals?

What did you like most about your job and/or the City?

What did you like least about your job and/or this department?

What does your new job offer that your job with the City does not?

Why is the new job/company better?

Do you have any suggestions for improvement? Have you raised them in the past?

Would you recommend the City to a friend as a place to work?

Yes, without reservations

Yes, with reservations No

Additional comments about your job, this department, or the City as a whole:
