



Department of Youth Services Exit Interview Checklist

Name: _____

Phone #: _____ Division/ Section of Unit: _____

Supervisor: _____ Final Date on Premises: _____

Forwarding Address: _____

Departing Campus Staff are to obtain the signature of the Campus Business Manager who will verify with the Central Office Staff that the state property has been turned in.

Departing Central Office Staff will obtain signature from central office person that is responsible for each item.

Once completed, this form must be submitted to the *DYS Personnel Office*. If completed form is not turned in, the employee's final paycheck will be held until the form is turned in.

Returned: (Purchasing/ Accounting/ Property)

State Equipment Accounted for: _____ Date: _____

I.D. Card: _____ Date: _____

Door Keys: _____ Date: _____

Door Swipe Card: _____ Date: _____

Gas Card PIN: _____ Date: _____

Uniforms/ Safety Equipment: _____ Date: _____

Badge: _____ Date: _____

Radio: _____ Date: _____

Cell Phone: _____ Date: _____

Litigation Legal Hold: YES NO _____ Date: _____

****NO Accounts will be deleted if there is a Litigation Hold****

Accounts Deactivation: (IT Department/ Purchasing/ Personnel/ Accounting)

Computer/Network _____ Date: _____

SIMS/GIMS _____ Date: _____

DYS Email _____ Date: _____

Access to Accounting System _____ Date: _____

Access to Payroll System _____ Date: _____

Changed to inactive in Payroll System _____ Date: _____