**STAFF EXIT CHECKLIST**

**STAFF NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **NO.** | **Item to be returned** | **Date Returned** | **Checked By OM** |
| 1. | Phone returned |  |  |
| 2. | Email password provided |  |  |
| 3. | Facebook Password Provided |  |  |
| 4. | Email diverted (if applicable) |  |  |
| 5. | Laptop returned (if applicable) |  |  |
| 6. | Paperwork returned |  |  |
| 7. | Contact Lists returned |  |  |
| 8. | Signage and marketing kit returned |  |  |
| 9. | Posters returned |  |  |
| 10. | Resources returned |  |  |
| 11. | Vehicle and vehicle keys returned (if applicable) |  |  |
| 12. | Policy and procedure manuals returned |  |  |
| 13. | All educator paperwork returned (if applicable) |  |  |
| 14. | Any other work related paperwork / resources / products |  |  |
| 15. | Website access cancelled |  |  |
| 16. | Keys returned |  |  |
| 17. | Taken off Hubworks software (if applicable) |  |  |
| 19. | Taken off Weebly (Website) software (if applicable) |  |  |
| 20. | Taken off MYOB software (if applicable) |  |  |
| 21. | Taken off staff Facebook Pages |  |  |
| Staff declaration:  I declare that I have returned all of the above paperwork to the business manager and destroyed any electronic copies that I may have.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |