



**END OF EMPLOYMENT CHECKLIST**

Employee/Trainee Name: \_\_\_\_\_ Last Day at Centre: \_\_\_\_\_

All staff/students/faculty that are leaving the Centre are asked to complete and/or return the following:

**To Your Supervisor/Manager**

1. Laboratory Notebook
2. Relevant Data and Paper Files
3. Lab Coat
4. Voice Mail Password
5. Have you cleaned out your desk or work area?
6. Have you cleaned out your locker?

Date \_\_\_\_\_ Supervisor Initial \_\_\_\_\_

**To IT**

1. Laptop Computer (if applicable)
2. Any Additional Equipment

Date \_\_\_\_\_ IT Initial \_\_\_\_\_

**To Human Resources**

1. PHC Photo ID Badge
2. UBC ID/Library Card
3. P-Card if applicable
4. Centre Keys
5. Vacation Calendar, signed by your PI
6. Short Note Saying Good-bye to the Centre  
(for "Moving On")
7. Completed Exit Questionnaire & Interview

Date \_\_\_\_\_ HR Initial \_\_\_\_\_

\_\_\_\_\_  
Forwarding Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail Address

May we contact you about joining a HLI Alumni Group? Yes  No   
Please remember your cwl login to access your T4 in February.

Return Completed Form to HLI Human Resources

