

# MOTT COMMUNITY COLLEGE

## Supervisor's Checklist for New and Exiting Employees

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### New Employee

The supervisor should complete a 3-part form and orient the new employee to the department. Show the department policies, mailboxes, introduce to other employees, etc. The checklist below is meant to be helpful in the process.

### Exiting Employee

The immediate supervisor should accept an employee's resignation by giving the employee a letter that states: "I have received and the College accepts your resignation dated X." If you want to add a personalized sentence or two, that would be appropriate. The personalized information should be something you truly believe and would be comfortable putting in writing (such information would most likely be positive from the employee's point of view). Typical personalized statements might say, "Thank you for your years of dedicated service: or "We wish you the best of luck in your new position and will sincerely miss you here at Mott." The letter should also inform the employee of College property that should be returned prior to or on the employee's last day of work. (keys, parking passes, phones, pagers, etc). Please also forward a copy of the resignation letter to Human Resources.

If you have an unusual or extraordinary situation, please contact HR for assistance in managing the exit process.

**Employee Name:** \_\_\_\_\_

Checklist Items*	Done at Hire	Done on Exit
Employee Transaction Form to HR		
Accept resignation in writing (notify HR if effective date changes)	N/A	
Alert mailroom		
Alert Call Center – go to <a href="http://www.mcc.edu/dir_change.shtml">http://www.mcc.edu/dir_change.shtml</a>		
Computer access (done through Alert Call Center above)		
Telephone number / voicemail (done through Alert Call Center above)		
Faculty/Staff ID card (Registration)		
Parking pass (Public Safety)		
Department keys		
Department mailbox		
Department orientation		N/A
Business cards		N/A
Cell phone		
Laptop		
Credit card(s)		
FlexSave MasterCard returned to HR	N/A	
Exit interview with Human Resources	N/A	
HR orientation		N/A
Plan for removal of personal belongings	N/A	
Email notice to the organization		
Datatel (if applicable)		

*\* This is not an exhaustive list. Blank lines have been provided to allow for additional items.*