

Departure Checklist

<p>I. Personal Information</p> <p>Name _____</p> <p>Advisor _____</p> <p>Desk Location _____</p> <p>Final Day of Employment _____</p>
<p>II. Return of IIHR/University Property</p> <p>Mark/BrianComputer(s) and Software..... _____</p> <p>TimReturn Tools and clean research area _____</p> <p>Office StaffIIHR’s books/materials _____</p> <p>LauraCamera(s) _____</p> <p>MelissaProcurement Card..... _____</p>
<p>III. Return Keys</p> <p>SandyBuilding entrance card/key..... _____</p> <p style="padding-left: 100px;">Office..... _____</p> <p style="padding-left: 100px;">Desk..... _____</p>
<p>IV. Data Archiving</p> <p>(advisor)Discuss my data archiving plans with my advisor..... _____</p> <p>Mark/BrianReview IIHR Data Archive Plan..... _____</p> <p style="padding-left: 100px;">Turn in IIHR Data Archive Plan _____</p> <p style="padding-left: 100px;">Remove personal files from computer _____</p>
<p>V. Miscellaneous Office</p> <p>On BackForwarding (home address, work address/position, and email) _____</p> <p>Office Staff Remove all personal items from desk area _____</p> <p>SandyCheck for personal charges..... _____</p> <p>MelissaTurn in final time sheet..... _____</p>
<p>VI. For students</p> <p>Office StaffTurn in a copy of your thesis..... _____</p> <p>SIHR PresidentNotify him/her that you are vacating your desk..... _____</p>

Submit completed form to Laura Myers in 107 SHL prior to departure.
(remove from email distribution lists)