



This checklist must be completed by the supervisor **ON** or **BEFORE** the employee's last day. The original copy, City badge, and parking tags will be returned to Human Resources within 3 business days from the employee's exit date.

If a badge and parking tags were not issued, this form can be scanned and emailed to Jenna.Perminas@cityofclarksville.com

OFFBOARDING CHECKLIST			
Name: _____		Department: _____	
Effective Date: _____			
<i>Reason:</i> <input type="checkbox"/> <i>Transfer</i> <input type="checkbox"/> <i>Retirement</i> <input type="checkbox"/> <i>Termination</i> <input type="checkbox"/> <i>Resignation</i>			
Email itworkorder@cityofclarksville.com in order to:			
<input type="checkbox"/>	Disable employee's access to City network		
<input type="checkbox"/>	Disable employee's access to Employee Self Service (ESS)		
City Equipment			
Returned:	Not Returned:	N/A:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Badge(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door Cards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office/Department Keys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Keys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P-Card
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uniforms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronics (cell phone, tablet, laptop, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Safety equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weapons
List miscellaneous equipment returned:			

Employee: _____

Date: _____

Supervisor: _____

Date: _____