Exit Interview Checklist for Layoffs and Terminations

An **exit interview checklist** for layoffs and terminations ensures a smooth transition by covering all essential topics, including final payments, return of company property, and feedback collection. This checklist helps maintain professionalism and compliance while supporting departing employees. Using a structured approach minimizes risks and promotes positive offboarding experiences.

Exit Interview Checklist

1. **Schedule Exit Interview**
   - Confirm date and time with the departing employee
   - Notify relevant stakeholders (HR, Managers, IT)
2. **Prepare Documentation**
   - Employment records and offer letter
   - Separation agreement or layoff notice
   - Benefits and final paycheck details
3. **Collect Company Property**
   - Access cards/keys
   - Laptops, mobile devices, etc.
   - Uniforms, ID badges, and other equipment
4. **Discuss Final Pay and Benefits**
   - Final paycheck and unused leave payments
   - Benefits continuation (e.g., COBRA)
   - 401(k), pension, or stock options, if applicable
5. **Revoke System Access**
   - Email, internal platforms, and software
   - Change passwords and revoke permissions
6. **Conduct Exit Interview**
   - Ask reasons for departure (if not a layoff)
   - Collect feedback on work experience and company culture
   - Discuss rehire eligibility (if applicable)
7. **Provide Resources and Support**
   - Outplacement services information
   - Job search or counseling resources
8. **Confirm Contact Information**
   - Update personal contact details for future correspondence
   - Explain when and how final paperwork will be delivered
9. **Sign Final Documents**
   - Obtain signatures on separation documents
   - Deliver copies to employee and retain originals in personnel file

Notes

- All steps should comply with local labor laws and company policies.
- Treat departing employees respectfully and professionally at every stage.
- Keep records of the exit interview and all completed checklist items.