

### Employee Hiring and Separation Checklist

Date Issued	Issued by	Item	Lost / Stolen Reported (Date, Attach Explanatory Memo)	Date Returned / Deactivated / Changed / Forwarded (specify which action was taken)	Received by
		Personnel announcement – new employee			
		Company ID card			
		Parking Pass / Decal			
		Cell phone / Smart phone			
		Computer Profile			
		Email address activated			
		Phone setup			
		Laptop			
		Remote access fob			
		Employee Manual issued and signed for			
		Metal key for			
		Metal key for:			
		Metal key for:			
		Metal key for:			
		Electronic key for:			
		Alarm code			
		New hire training (document specifics on training record)			
		Uniforms			
		Business cards			
		Personnel announcement – separation, internal			
		Personnel announcement – separation, external			

To be kept in the employee's personnel file