

# DEPARTING EMPLOYEE DOCUMENTATION OF WORK AND COMMITTEES

When employees depart, all too often they take with them not only their valued presence, but also important institutional knowledge. Their absence is deeply felt by those who stay in many ways. This worksheet is intended as a guide for the employee to document their work and committees they serve on. (Note: Depending on the nature of the work, it may also be helpful to create more detailed process guides for specific tasks.) This should be completed by the employee who is departing. It may be modified to meet department/college needs.

Employee Name:
Department:
Title:
MPP Supervisor:
Departure Date:

#### Tasks in Process, Upcoming Projects, and Next Steps

Task / Project	Status	Next Steps	Key Collaborators

### Calendar of Events and Meetings - Upcoming One-time and Recurring

Event / Meeting	Date(s)	My Role / Responsibilities in This Event / Meeting	Key Collaborators	Expected Attendees

## Key Partnerships and Relationships (On-campus and Off-campus)

Partner(s)	Nature of Relationship	Contact information	Notes

### Committees Serving on (On-campus and Off-campus)

Organization	Committee	Contact information	Notes

Continue to next page for additional space...

Additional Space (if needed)