

Directions: Please make sure that the below items are completed and dated by the responsible party. At the end of the intern's City work tenure, his/her supervisor will sign and date the form at the bottom and turn it into the department HR Liaison for placement in the Co-Op/Student Intern's personnel file.			
Intern Off-Boarding Item	Responsible Party	Recommended Time Frame	Date Completed
Provide student blank Experience Assessment	HR Liaison	Before last week	
Notify office staff of student's last day via email	HR Liaison	Before last week	
Schedule an Exit Interview	HR Liaison	During last week	
Student turns in Experience Assessment during Exit Interview	Student	Last week	
Supervisor completes Experience Assessment	Supervisor	Last week	
Supervisor and student have an experience discussion	Supervisor & Student	Last week	
Call or email education contact to determine any final requirements	HR Liaison	Last week	
Plan a pot- luck lunch or celebration to say "Thank You"	HR Liaison	Before first day	
Student and supervisor completed assessments placed into personnel files	HR Liaison	Last day	
Scan and email completed Experience Assessments to Central HR for data collection	HR Liaison	Last day	
Collect all City owned items such as badge, keys, etc	Supervisor	Last day	
Delete email account	IT Liaison	Last day	
Send "Thank You" letter to student home	HR Liaison	Last day	
Separate student in CHRIS (payroll -if applicable)	CHRIS Payroll	Last day	
Clean up student work space, make sure computer and monitor are off, reset any materials and supplies for next guest	HR Liaison	Last day	
Send any required information to student's school	Supervisor	Last day	
Intern Supervisor Signature:		Date:	
HR Liaison Signature:		Date:	