

Employee Name		Western ID	
Supervisor Name		Department	
Job Title		Posn Mgmt #	
End Date			

1. Attach a Project/Active Work Status Report, outlining all projects, ongoing tasks, tips and other open items on which you are currently working.
2. Are there key people (internal/external contacts) other than those identified in the Project/Active Work Status Report to whom we should be introduced before you leave the organization? If yes, please list and indicate when we might plan for such introductions.
3. Do Standard Operating Procedures exist for your role? If yes, are they up to date, and please provide the location and last date of revision.
4. Identify any internal units/groups or external agencies and regulatory groups (i.e. municipal, provincial, federal) with whom it is necessary for us to interact in order to fulfil the duties of your position.

5. Are there specific files/records related to your current or past projects that should be retained over a defined period of time? If yes, please list, identify the location of each, and include the retention period.

6. List important historical/reference documents, if any, in your possession.

7. What equipment was assigned to you for your use? Where is the equipment?

8. We may contact you if we have additional questions. Please provide a contact number should we need to reach you.

9. Is there other information not requested on this form that you feel it would be helpful for us to know? If yes, please provide.

\* Should you need more space for any of the above items, please attach an additional typed page to this document.

