



Departing Employee Documentation of Work and Institutional Knowledge

This worksheet is intended as a guide for the departing employee to document their work and their institutional knowledge. (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: _____	Appropriate Administrator: _____
Departure Date: _____	

Tasks in Process, Upcoming Projects, and Next Steps

Task / Project	Status	Next Steps	Key Collaborators	Contact Information

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

Key Accomplishments During My Time at Sacramento State

Topic	Details / Insights / Recommendations

Recommendations for the Future of My Work and the Work of This Department / College

Topic	Recommendation

Other Helpful Information You May Want to Provide

Where key documents/files can be found, electronic and/or hard copy

Organizations, communities of practice, ListSers and other groups I've participated with

Electronic tools, websites and other resources not housed in the campus or Google drive, and passwords if appropriate

Other information not otherwise included in this form

Thank you for investing the time to share this information and your insights!