

# Government of the United States Virgin Islands



[www.VIDE.vi](http://www.VIDE.vi)

## Department of Education Division of Human Resources

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[www.teachusvi.net](http://www.teachusvi.net)

### Part I – Employee Information

NAME OF EMPLOYEE	
EMPLOYEE NUMBER	
POSITION TITLE	
POSITION CONTROL NUMBER	
DEPARTMENT	
SEPARATION DATE	

### Part II - Separation Checklist

DEPARTMENT	ITEM	DATE CLEARED	CLEARED BY (NAME & SIGNATURE)
Separating Department	Office equipment, Cell Phones, Keys,		
Business Office	Outstanding financial Obligations, Travel Reports,		
Human Resources	Identification Badges		
Information Technology	Lap top, E-mail account cancellation,		

### Part III – Exit Interview

DEPARTMENT	DATE SCHEDULED	DATE CLEARED	COMMENTS
Human Resources			

### Part IV – Final Approval

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Nicole S. Jacobs, MSHR, IPMA-CP, SHRM-SCP  
Director of Human Resources

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Date