



Employee Knowledge Transfer Questionnaire

To ensure an orderly transition of responsibilities for which you have been mainly accountable, we ask that you assist us by respond to the following questions. If the question does not apply to you or your position, please write "N/A." Thank you.

Employee Name:	Last Date of Employment:
Department:	
Job Title:	
Immediate Supervisor:	

1. Attach a Project Status Report providing a list of all projects, on-going tasks, tips, information and other open items on which you are currently working. Please refer to Attachment A.
2. Who are the key contacts (internal/external) that we should be aware of? Please complete Attachment B.
3. Identify external agencies and regulatory groups (e.g., city/state/federal) with whom it is necessary for us to interact in order to fulfill duties of your position?
4. Are there specific files/records related to 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 as per State retention policies.

**Attachment A
Project List**

Project/Task	Names and Contact Information of Others Working On or Impacted by Project/Task (if applicable)	Due Date	Status	Comments/Tips/Important Information to Notate

**Attachment B
Contact Information**

Internal (I) or External (E) contact?	Name	Organization With Whom Person Works. If Internal, Include Department	Title (if known) Reason for Contact	Contact Number Email Address
<i>Examples</i>				
I	Mary Joe Employee	City of Denton – Customer Service	Customer Service Representative -Mary is the rep assigned to our dept	349-xxxx mary.employee@cityofdenton.com
E	John Doe Employee	DISD	Operations Manager -John is who I coordinate events through at xx school	xxx-xxxx jdemployee@disd.gov