

**These include:**

### Request resignation in writing (hard copy or email is fine).

### Confirm end date with Intern (including outstanding leave or flexi).

### Inform Internships Team and send us copy of resignation, confirming end date – we will inform HR.

### Ensure all provided property and equipment is returned e.g. laptops, mobile phones, keys to buildings/offices.

### If required, provide summary of training undertake for intern’s CV.

### Complete an evaluation of the Internship:

### [Employer Evaluation form](https://mycareerzone.exeter.ac.uk/Form.aspx?id=196580)

### [Intern Evaluation form](https://mycareerzone.exeter.ac.uk/Form.aspx?id=262271)

### **In addition, if University of Exeter Intern:**

### Ensure you intern contacts IT Services to cancel their staff access and staff IT account. This can be done through an [online form on the IT web pages](https://as.exeter.ac.uk/utils/leavers/).

### Cancel the University Staff/Associate Card by returning it to the main reception.

### Calculate how much leave they have outstanding and inform HR. You will have to give approval so the intern can be paid for outstanding leave.

### Ensure intern is aware that a P45 will be sent to their home address (if ending before the end of the tax year) or P60 if it is the end of the tax year. If the intern is moving directly onto a new job and they have not received their form, they need to complete a P46, until they can pass the P45 to their new employer.

### Graduate to complete the University’s [exit questionnaire](http://www.exeter.ac.uk/staff/employment/leaving).

**Finally:**

We would welcome the opportunity to help you recruit another graduate or perhaps even a student via our [Student Campus Partnership Scheme](http://www.exeter.ac.uk/careers/employers/internships/scp/) (on campus Internship) or [Students Business Partnership Scheme](http://www.exeter.ac.uk/careers/employers/internships/sbp/) (external employers). For either type of role, simply complete the *Internship Vacancy Form,* found on our [GBP](http://www.exeter.ac.uk/careers/employers/internships/gbp) / [SCP](http://www.exeter.ac.uk/careers/employers/internships/scp/) or [SBP](http://www.exeter.ac.uk/careers/employers/internships/sbp/) web pagesand send to Jo McCreedie at [j.mccreedie@exeter.ac.uk](mailto:j.mccreedie@exeter.ac.uk) or [internships@exeter.ac.uk](mailto:internships@exeter.ac.uk)

Actions to be undertaken if your Graduate

is leaving their Internship

Internships

**www.exeter.ac.uk/careers/employers**