**Knowledge Transfer Template for University**

Being a member of our university, we have provided you with legal access to our information related to business operations. We truly respect your knowledge and experience that you have provided to our university.

Please provide the essential information related to your role and responsibilities that you have been mainly accountable for.

Candidate Name:

Position

Senior Authority Name:

Last Working Day:

1. Can you please provide us with the list of the subjects taken, currently working tasks, essential tips and other relevant information you are currently working on.
2. Can you please mention the key people with whom you were working or sharing projects? Mention the person to whom to report when you leave the organization.
3. Please provide, if available, the name of external agencies and groups with whom we can directly contact in order to interact with them.
4. Do you possess any running files/records related to running/completed projects that should be retained over a specified time? Let us know the location where the files are kept, if necessary.
5. Have you been using any equipment or devices on our premises? If yes, where is it?
6. Please provide your alternate contact number if we need to contact you for further information.
7. Do you have any other questions that we are not able to cover in this form?