HUMAN RESOURCES

EXIT INTERVIEW

Employee Name: _____ Last Work Day: _____

Employee ID: _____

Position: _____

Campus/Dept: _____

Email: _____

NOTE: In order to receive clearnace from HR, employee must visit the following departments in the order listed:
***1. Assigned Campus/Department*
***2. Technology (if issued a device from Tech Dept)*
***3. Maintenance (if issued a key)*
***4. Risk Management*
***5. Payroll*
***6. Human Resources*

CHECK OUT PROCEDURES

ASSIGNED CAMPUS/DEPARTMENT

Campus/Department Inventory collected on:
Date: _____
Collected by: (Print Name)_____
Collected by: (Signature)_____

RISK MANAGEMENT

Health and Other Insurance: _____

TECHNOLOGY

Laptop:_____
Other Electronic Devices:_____
Date: _____
Collected by: (Print Name)_____
Collected by: (Signature)_____

PAYROLL

Last Pay Check Calculation:_____
Leave Balances:_____

MAINTENANCE

Keys:_____
Uniform:_____
Tools/Equipment:_____
Other:_____

HUMAN RESOURCES

ID:_____
Exit Survey:_____
Leave Balances:_____
Last working day:_____

Employee Signature:_____
Date:_____

HUMAN RESOURCES ONLY

HR Designee Signature:_____Date:_____

NOTES: _____