

EXIT INTERVIEW

Please complete and forward directly to the Human Resource Office.

The purpose of this form is to provide information that will be used by Blinn College to improve the work environment. The second page provides the information, instructions and acknowledgments to formally close the employment relationship.

Name _____ Blinn ID Number _____

Job Title _____ Department _____

Supervisor _____

Date Employed _____ Ending Date _____

WAS YOUR DECISION TO LEAVE BLINN COLLEGE INFLUENCED BY ANY OF THE FOLLOWING?

Better Job Opportunity ()

Type of Work or Job ()

Rate of Pay ()

Traveling Distance ()

Supervision ()

Workload ()

Family Circumstances ()

Self-Employment ()

Physical Illness ()

Return to School ()

Benefits ()

Working Conditions ()

Other (Please list) _____

1. State primary reason for leaving. _____

2. Do you feel that you understood what the job consisted of before you started? _____

Comment: _____

3. Did anyone train or instruct you on your duties? _____

Comment: _____

4. What did you like most about the job? _____

5. What did you like least about the job? _____

6. Do you have any suggestions for improvement or change? _____

Name _____

FORWARDING AND W-2 ADDRESS: _____

FORWARDING TELEPHONE NUMBER: _____

DO YOU WANT THIS FORWARDING INFORMATION MADE AVAILABLE TO THE GENERAL PUBLIC? () Yes () No

I fully understand that all college property must be turned in and all other charges must be settled. I attest that I have properly completed any and all matters to include:

- Instructional materials returned or settlement made;
- Audio/Visual materials and equipment are cleared;
- Staff ID card(s) returned;
- Parking permit has been removed from vehicle;
- Library books have been returned or settlement paid;
- All credit cards have been returned;
- Outstanding travel advances are reconciled;
- Blinn College personal & fixed asset property returned;
- Uniforms returned and outstanding fees paid; and
- Keys returned.

Signature of Employee

Date

Please complete for terminating employee: _____

The following review must be completed by the applicable supervisor, Division Chair, Dean, Manager and the Human Resource Office.

SUPERVISOR CHECKLIST ON TERMINATING EMPLOYEE

STEP	VERIFIED/ N/A	INITIAL	DATE
Letter of Resignation	_____	_____	_____
Release from contract request (if applicable)	_____	_____	_____
Change of Status	_____	_____	_____
Keys Returned	_____	_____	_____
Instructional materials returned or settlement made	_____	_____	_____
Audio/Visual materials and equipment are cleared	_____	_____	_____
Staff ID card(s) returned	_____	_____	_____
Uniforms returned and fees paid	_____	_____	_____
Library books have been returned or settlement paid	_____	_____	_____
All credit cards have been returned (Examples: Telephone and gasoline)	_____	_____	_____
Outstanding travel advances are reconciled	_____	_____	_____
Blinn College personal & fixed asset property returned. (Example: cell/mobile telephones, pagers, laptop, computers, communication radios)	_____	_____	_____
Helpdesk Notification	_____	_____	_____
Exit Interview	_____	_____	_____
ERS Termination	_____	_____	_____
HR Termination	_____	_____	_____
People Admin – Hiring Manager Activity Review	_____	_____	_____
TRS/ORP - Notice Delivered	_____	_____	_____
Deferred Comp. Disbursement Plan	_____	_____	_____
Personnel File to Inactive Status	_____	_____	_____