

## Exit Interview

Date of Interview: \_\_\_\_\_

Employee: \_\_\_\_\_

Job Assignment: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

How long in this position: \_\_\_\_\_

List other jobs held at GC: \_\_\_\_\_

Primary reason for Leaving: \_\_\_\_\_

Future Plans: \_\_\_\_\_

What were the most enjoyable parts of the job? \_\_\_\_\_

What were the least favorite? \_\_\_\_\_

Evaluate the workload: \_\_\_\_\_

Describe your relationship with your supervisor: \_\_\_\_\_

How were your relationships with co-workers? \_\_\_\_\_

How satisfactory were your pay and benefits? \_\_\_\_\_

What should your replacement be aware of? \_\_\_\_\_

How satisfied were you with your chance to advance and/or learn new skills? \_\_\_\_\_

What is your assessment of the mission and direction of the college? \_\_\_\_\_

Other comments: \_\_\_\_\_

**GOSHEN COLLEGE**  
**Employee Exit Review Checklist**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Department: \_\_\_\_\_  
 Last Day: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Discuss and verify completion for each of the following:

**Direct supervisor is responsible to ensure that employee completes "Business" and "Other" items below and return this form to HR:**

	Discussed	Completed	Does Not Apply
<b><u>Business</u></b>			
• Personal Account, Cash Hold, etc.	_____	_____	_____
• Return College credit card(s) – Deanna Risser	_____	_____	_____
• Allocate all credit card expenses	_____	_____	_____
<b><u>Human Resources</u></b>			
• Benefits			
• Continuation Coverage	_____	_____	_____
• Medical	_____	_____	_____
• Dental	_____	_____	_____
• Vision – end term date	_____	_____	_____
• Vacation Accrual Payout	_____	_____	_____
• Retirement	_____	_____	_____
• Life Insurance – end term date	_____	_____	_____
• FSA—Med, Dependent Care	_____	_____	_____
• Tuition Assistance	_____	_____	_____
Payroll information; final check date:		Dir. Dept.	Mail Stub
• Re-Hire?	_____	_____	_____
• Forwarding address _____	_____	_____	_____
	Cell phone: _____		

<b><u>Other</u></b>			
• Return keys to Physical Plant	_____	_____	_____
• Return ID to Security Director	_____	_____	_____
• Parking sticker(s) to Security Director	_____	_____	_____
• Return library materials	_____	_____	_____
• Return any other college property (uniforms, etc.)	_____	_____	_____
• Computer log-on inactivated	_____	Comments: _____	
• E-mail account terminated/transfer	_____	Transfer to: _____	
• Laptop, iPad or other device/equipment	_____	_____	_____

**Human Resources Use**

Exit Interview by:

- Departments to Notify:
- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Physical Plant   | <input type="checkbox"/> Security                    | <input type="checkbox"/> ITS       |
| <input type="checkbox"/> Finance (Deanna) | <input type="checkbox"/> Mail Center                 | <input type="checkbox"/> ITS Media |
|   | <input type="checkbox"/> Welcome Center (Phone Dir.) |                                    |