WASHINGTON COLLEGE
EST. 1782

Office of Human Resources
300 Washington Avenue • Chestertown MD 21620
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EXIT INTERVIEW FORM

EMPLOYEE NAME: _____**WC EMPLOYEE ID#:**_____

FORWARDING ADDRESS: _____

_____

PHONE NUMBER: _____ **EMAIL:** _____

As part of the exit process, the employee must contact the individuals below verifying that all obligations have been satisfied. Contact person's listed below must initial the appropriate line as an indication the obligation is satisfied. Upon completion of sections 1 – 6, contact Human Resources to schedule an exit interview.

1. **DEPARTMENT (Department head or Supervisor)**
_____ Books, uniforms, tools or other materials issued from the department returned.
_____ Audio-visual materials and equipment returned
_____ Desk keys returned

2. **LIBRARY (Cyndy Sutton, ext.7701 or Ruth Shoge, ext. 7704)**
_____ All library books and materials returned

3. **INFORMATION TECHNOLOGY: (Cal Coursey, ext 7894 or Billie Dodge, ext. 7760)**
_____ College Computers, printers, software, cell phones, pagers, and other related equipment returned
_____ Voice mail and e-mail accounts discontinued

4. **PUBLIC SAFETY: (Jerry Roderick or Sue Golinski, ext 7810)**
_____ College keys and access devices returned
_____ Faculty/Staff ID card(s) returned
_____ Parking tag(s) returned

5. **BUSINESS OFFICE:**
_____ Business Office Accounts (Debra Bergen, ext. 7171)
_____ 01 A/R _____ EMID A/R
_____ EM A/R _____ SB A/R
_____ Corporate (Department) Credit Card (Laurie Murchake)

6. **REGISTRAR: (Drew Thiemann, ext. 7710)**
_____ Confirmation of college tuition programs.

7. **HUMAN RESOURCES: (Shirley Haymaker, ext. 7799)**
_____ Benefits reviewed (if applicable)
_____ Leave plan details (VL, SL, PL, SLP)
_____ Last pay check _____mail/pickup/direct deposit

I acknowledge the above exit conditions and obligations have been satisfied. My last physical work day on campus will be _____ . I have completed my leave reports and submitted for final signatures to Payroll.

_____ _____
Employee Signature Date

_____ _____
Human Resources Signature Date