**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 to obtain campus clearance. Contact person(s) listed below must initial the appropriate line as an indication of clearance in this area.

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 (Cindy Sutton, ext. 7701 or Ruth Shoge, ext. 7704)**
   - ______ All library books and materials returned

3. **INFORMATION TECHNOLOGY: (Stacey Davis, ext. 7290)**
   - ______ College computers, printers, software, cell phones, pagers, and other related equipment returned to Help Desk
   - ______ Voice mail and e-mail accounts discontinued or continued per Washington College Policy

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

5. **REGISTRAR: (Ashley Turlington, ext. 7220 or Rachelle Marks, ext. 7710)**
   - ______ Confirmation of college tuition programs

6. **ACCOUNTS RECEIVABLE: (Debra Bergen, ext. 7171)**
   - ______ Business Office Accounts
   - ______ 01 A/R
   - ______ EMID A/R
   - ______ SB A/R

7. **PAYROLL: (Marla Thomas, ext. 7251)**
   - ______ DV
   - ______ WTE
   - ______ Last pay check
   - ______ mail/pickup/direct deposit

8. **LEAVE ACCRUAL: (Tracey Yiannakis, ext. 7781)**
   - ______ Sick Leave Pool
   - ______ Sick Leave
   - ______ Personal Leave
   - ______ VPO
   - ______ Hrs. p/o

9. **BUSINESS OFFICE: (Judiann Bianco, 7821)**
   - ______ Corporate Credit Card (if applicable)

10. **HUMAN RESOURCES: (Kate Laking, ext. 7799 or Krista Batchelor, ext. 7298)**
    - ______ Benefits reviewed (if applicable)
    - ______ Exit Process

I acknowledge the above exit conditions and obligations have been satisfied. My last physical work day on campus will be ______________________. I have completed my final time sheet and leave report and submitted for final signatures to Payroll in the Business Office.

______________________________  ____________________
Employee Signature                      Date

☐ Exit form completed and sent to Payroll for processing. Employee is clear to receive final pay.

______________________________  ____________________
Human Resources Signature              Date

REV 01/2016