

SOUTHWEST TEXAS JUNIOR COLLEGE
EXIT INTERVIEW FORM
To be completed by Employee

Employee Name: _____

Department: _____

SWTJC ID Number: _____

Forwarding Address: _____

Phone Number: _____

Employee Classification: _____
(Staff or Faculty)

Voluntary Termination/Resignation? Yes _____ No _____

Why is employee leaving?

Important Information:

* Last check will be a paper check and must be picked up at the VP's office at your campus.

* Your W2 will be mailed.

Employee _____ Date _____

Supervisor _____ Date _____

SOUTHWEST TEXAS JUNIOR COLLEGE

Employee Clearance Form

To be completed by Supervisor

Employee: _____ Last Effective Date: _____

Please take care of the following; needs to be initialed by person in charge.

Grade Book _____	Credit Cards _____
Grade Report Sheets _____	Insurance Options _____
Examination Papers _____	Benefits _____
Keys _____	Payroll _____
Library - Books _____	Absences/Leaves _____
Tools & Equipment _____	IT Department/Help Desk _____
Bookstore - Mail Box Keys _____	Other _____
Business Office Accounts _____	

Employee email accounts will be deactivated 30 days after the last effective date listed above.

Exit Interview conducted by: _____
Supervisor's Signature

NOTE: Last check will be a paper check and must be picked up at the VP's office at their local campus.

The above named employee has fulfilled all obligations up to date and is entitled to receive a check for services.

Supervising Vice President or President

I acknowledge receipt of my check for services rendered to Southwest Texas Junior College for the period ending _____, 20____. I hereby release the College from any and all claims.

Signature of Employee

Date