



# Central Alabama Community College Exit Interview

This form must be completed by the Supervisor and the departing employee. The form must be returned to Human Resources Department before the employee's final day of work.

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for Separation: \_\_\_\_\_

Last Day of Work: \_\_\_\_\_

Employee has returned the following items:

<input type="checkbox"/> Equipment	<input type="checkbox"/> Grade Book/Instruction Material
<input type="checkbox"/> Keys	<input type="checkbox"/> Student Record Files
<input type="checkbox"/> Credit Card(s)	<input type="checkbox"/> Other

Please specify and list each item returned:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I affirm all College owned property in my possession has been returned.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

To be completed by Supervisor:

- Notification made to IT to disable all College accounts appropriately.
- Return completed form to Human Resources for further processing.