

EXIT INTERVIEW

Southern West Virginia Community and Technical College

Name _____

Current Address _____

Forwarding Address _____
(For final wages, W-2 forms, retirement information, etc.)

Supervisor's Name _____

Date Hired _____

Classification:

Effective Date of Resignation _____

- Faculty
- Classified Staff
- Administrator

Last Working Day _____

Type of Termination:

- Retirement
- Discharge
- Resignation
- Layoff

State Reason For Separation

(Please check reason that applies)

*Resignation:

- Physical Condition
- Family
- Returning to School
- Secured Better Position
- Going into Business for Self
- Leaving the Area
- Lack of Advancement Opportunity

Disliked

- Hours
- Supervisor
- Type of Work
- Wages
- Working Conditions
- Other Reason: _____

Discharge:

Inadequate

- Ability
- Personality
- Drive
- Efficiency
- Cooperation
- Dishonesty
- Rules Violation
- Absenteeism
- Tardiness
- Accident Prone
- Other Reason: _____

Layoff:

- Temporary Work
- Reduction of Staff
- Other Reason: _____

Retirement:

- Age
- Medical

*Complete when employee has resigned:

New Employer _____ Location _____

Nature of Work _____

Pay _____ Hours _____

Selection

What kind of work have you been doing? _____

How would you describe your workload? Heavy Medium Light

What type of work did you do prior to joining Southern? _____

Is previous work related to present work assignment? Yes No

What type of work do you like best? _____

Least? _____ Why? _____

Orientation and Training

General Orientation

Was general orientation on Southern's benefit programs and personnel policies provided for you? Yes No

If yes, by whom? _____

Did you receive a copy of Southern Personnel Manual? Yes No

How would you rate the effectiveness of general orientation?

Excellent Good Fair Poor

Please explain _____

What are your suggestions for improvement? _____

Job Orientation

Who explained your job to you? _____ How? _____

Have you received a copy of your job description? Yes No

What are your suggestions for improvement of the Job Orientation process? _____

Training

While employed at Southern:

Has the opportunity to attend courses, seminars, and workshops been made available to you? Yes No

Have you attended job related:

- Training Sessions?
- Courses?
- Seminars?
- Workshops?

Have you served on any college committee(s)? Yes No

If yes, name of committee(s) and comments: _____

Supervision

Have you had any trouble with your supervisor? Yes No

If yes, describe: _____

Did you take any complaints to your supervisor? Yes No

If yes, how did he/she handle them? _____

Summary

What did you like best about your job? _____

What did you like least about your job? _____

What did you like best about Southern? _____

What did you like least about Southern? _____

Comments: _____

PEIA

Health/hospitalization/life insurance coverage terminates the last day of the month in which you are last paid. Under COBRA, you may continue the health/hospitalization portion of your insurance for up to 18 months at your own expense. Dependents may also continue coverage. Contact the Payroll or Human Resources Office for details.

Retirement

Contact the administrative office of your retirement plan for details and options available concerning accrued retirement contributions. **TIAA/CREF:** 1-800-842-2776 **State Teacher's Retirement:** 1-800-654-4406

Leave Accumulation

You must turn in your final time card signed by your supervisor on your last day of employment. Annual and sick leave accruals will be updated. Payment for balance of annual leave will be included in your last pay check. Sick leave balances are not paid to employees. You may transfer accrued leave balances to other agencies in the state system. If you are to begin employment with another state agency, request their personnel office to contact Southern for leave certification.

Other

Before you pick up your last pay check, please:

1. Return the following to the Human Resources Department:
 - a. Personnel Manual
 - b. College Issued Corporate Card
2. Return all keys to your supervisor.
3. Return any equipment you may have borrowed to the appropriate department. (library, maintenance, etc.)
4. Pay in full all monies due Southern. Amounts due may include benefit premiums, Bookstore charges, debts to Business Office, Library, Foundation, etc.

I certify that all statements I have made in completing this exit questionnaire are, to the best of my knowledge and belief, true and correct.

Employee Signature

Date

I have reviewed this questionnaire and ensured the return of keys and/or equipment issued.

Supervisor's Signature

Date

Exit Interview Checklist

(For Human Resources Office Use Only)

Name _____ SSN _____ Pos. # _____

Contract Months _____ Salary Prorated _____ Last Day on Payroll _____

- Exit Interview Questionnaire
- PEIA Termination Cards:
 - Cobra Premium _____
 - Termination Effective _____
- Personnel Manual # _____
- State of WV ID Card
- College Issued Credit Card
- Terminated in Data File
- Forwarding Address Noted

- Sick Leave Balance _____
 - Transferred to _____
 - Date _____
- Annual Leave Balance _____
 - Transferred to _____
 - Date _____