



EXITING EMPLOYEE DATA

(To be completed by campus principal or supervisor)

Employee Name: _____

Position: _____

Years at this Campus/Department: _____

Academic year they are leaving: _____

1. What reason were you given for the separation?

2. If this is a resignation, how much prior notice was given? _____

3. If this is a termination, what was the reason for termination?

4. Was there any indication of job dissatisfaction? If so, please describe what you noticed:

Is this person re-employable? Yes No With Reservations

Were keys and door access fob returned? Yes No **Return to HR*

Was staff ID badge returned? Yes No **Return to HR*

Was all technology equipment returned? Yes No **Return to Technology Dept.*

List any outstanding debt/equipment/uniforms this employee needs to address before his/her final check:

Signature of Principal or Supervisor

Date