BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

EMPLOYEE CLEARANCE CHECK LIST

☐ RETIREMENT ☐ RESIGNATION ☐ TERMINATION

_____

Name (print)   Position   Effective Date

_____
Human Resources Representative

The following areas must be cleared prior to release of final paycheck.

	SIGNATURE	DATE
DEPARTMENT CLEARANCE Assignment Completed	_____	_____
LIBRARY (S-410) Books Due/Fines	_____	_____
PUBLIC SAFETY (S-215) I.D. Card	_____	_____
HUMAN RESOURCES (S-717) Fringe benefits	_____	_____
PAYROLL/ACCOUNTING (S-717) Final timesheets	_____	_____
BUILDINGS & GROUNDS Keys (N-167)	_____	_____
OTHER		
Admin. Computer Center (S-140)	_____	_____
Property Office (N-184)	_____	_____ _____
Laboratory Equipment (Dept.)	_____	_____
Recreation Equipment (N-255)	_____	_____

I have cleared out my desk and my office of my belongings.

_____   _____
Employee's Signature   Signature of Supervisor/Chairperson

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
EXIT INTERVIEW FORM

Last	First	Initial	Last 4 of SS#	Empl ID

Forwarding Address:	Street	City	State	Zip Code

Department: Immediate Supervisor

Reason for Separation:

<u>Voluntary</u>		<u>Involuntary</u>	
Better Job	_____	Lack of funds	_____
Insufficient pay	_____	Lack of work	_____
Relocation	_____	End of appointment	_____
Illness	_____	Non-Reappointment	_____
Retirement	_____	Mandatory retirement	_____
Family	_____	Disciplinary*	_____
Other	_____	*State reason:	_____

_____   _____

Please check the appropriate lines.

		YES	NO
1.	Do you feel you were properly placed on your job considering your interest, ability and schooling?…………………………………	_____	_____
2.	Did you like your job?…………………………………..	_____	_____
3.	Do you feel you received adequate training on your job?…………	_____	_____
4.	Do you feel the workload that you were asked to undertake was reasonable?……………………………………………………	_____	_____
5.	Do you believe you received fair pay for the work which you were doing?………………………………………………………	_____	_____
6.	Do you feel the working conditions were good?…………………..	_____	_____
7.	Do you feel your colleagues were cooperative?……………………	_____	_____
8.	Do you feel you received effective and fair supervision while you were here?………………………………………………………	_____	_____
9.	Do you feel you were kept properly informed about college policies and developments?…………………………………………….	_____	_____
10.	Do you feel the promotional prospects would have been good had you stayed?…………………………………………………….	_____	_____
11.	Were you satisfied with employee benefits such as sick leave, vacations, retirement plan, medical plan, etc.?……………………..	_____	_____
12.	If a friend of yours were looking for a position would you recommend that he/she apply for work here?………………………	_____	_____
13.	Would you work for this college again?…………………………….	_____	_____

What were your most important reasons for leaving?

_____

_____

_____

What suggestions do you have which will make this college a better place to work?

_____

_____

_____

Signature _____