

**DQTQW J 'QH' O CPJ CVVCP 'EQO O WPV[ 'EQNNGI G'**

**Vj g'Elw{ 'Wp{xgt ulw{ 'qhlP gy '[ qt ml'**

**GORNOI GG'ENGCTCPEGEJ GEMNKUJ**

RETIREMENT

RESIGNATION

TERMINATION

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Human Resources Representative

**Vj g'hqmny lpi 'ct gcu'b wu'dg'erngctgf 'r t lqt 'vq't gngug'qhlhpcnr c{ ej gen0**

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  
Service Desk (S-141)  
Property Office (N-184)  
Laboratory Equipment (Dept.)  
Recreation Equipment (N-255)

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**Kj cxg'erngctgf 'qwb' { 'f gumc'pf 'b { 'qhlleg'qhl'b { 'dgnppi lpi u''**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature of Supervisor/Chairperson

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
EXIT INTERVIEW FORM**

Last	First	Initial	Last 4 of SS#	Empl ID
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Forwarding Address:	Street	City	State	Zip Code
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Department:	Immediate Supervisor
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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?

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

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Signature \_\_\_\_\_