



EXIT INTERVIEW FORM
To be completed by Employee

Employee Name: _____

Department: _____

SWTJC ID Number: _____

Forwarding Address: _____

Phone Number: _____

Employee Classification: _____

(Staff or Faculty)

Voluntary Termination/Resignation? Yes _____ No _____

Why is employee leaving?

Important Information:

* Last check will be a paper check and must be picked up at the VP's office at your campus.

* Your W2 will be mailed.

Employee _____ Date _____

Supervisor _____ Date _____



SOUTHWEST TEXAS JUNIOR COLLEGE

2401 Garner Field Road | Uvalde, TX 78801-6221

Phone: (830) 278-4401 | Fax: (830) 591-7354

swtjc.edu

EMPLOYEE CLEARANCE FORM

Employee: _____

Last Effective Date: _____

Please take care of the following; to be initialed by the department representative.

- Completion of Online Grade Submission _____
- Keys _____
- Library - Books _____
- Tools & Equipment _____
- Bookstore - Mail Box Keys _____
- Business Office Accounts _____
- Credit Cards _____
- ID Card _____

- IT Department Help Desk _____
- Phone Stipend _____
- College Cell Phone _____
- Insurance Options _____
- Benefits _____
- Payroll _____
- Absences/Leaves _____
- Parking Permit _____

Exit Interview conducted by:

Supervisor's Signature

NOTE: Last check will be a paper check and must be picked up at the VP's office at their local campus.

The above named employee has fulfilled all obligations up to date and is entitled to receive a check for services.

Supervising Vice President or President

I acknowledge receipt of my check for services rendered to Southwest Texas Junior College for the period ending _____, 20____. I hereby release the College from any and all claims.

Signature of Employee

Date