



Office of Human Resources
 300 Washington Avenue • Chestertown MD 21620
 PHONE 410.778.7298 • FAX 410.778.7254
 EMAIL hr@washcoll.edu
 WEB hr.washcoll.edu

EXIT INTERVIEW FORM

EMPLOYEE NAME: _____ WC EMPLOYEE ID#: _____

FORWARDING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

As part of the exit process, the employee must contact the individuals below to obtain campus clearance. Contact person(s) listed below must initial the appropriate line as an indication of clearance in this area.

1. DEPARTMENT (Department head or Supervisor)

_____ Books, uniforms, tools or other materials issued from the department returned
 _____ Audio-visual materials and equipment returned _____ Desk keys returned

2. LIBRARY (Cindy Sutton, ext. 7701 or Ruth Shoge, ext. 7704)

_____ All library books and materials returned

3. INFORMATION TECHNOLOGY: (Stacey Davis, ext. 7290)

_____ College computers, printers, software, cell phones, pagers, and other related equipment returned to Help Desk
 _____ Voice mail and e-mail accounts discontinued or continued per Washington College Policy _____

4. PUBLIC SAFETY: (Jerry Roderick or Sue Golinski, ext. 7810)

_____ College keys and access devices _____ Faculty/Staff ID card(s) _____ Parking tag(s)

5. REGISTRAR: (Ashley Turlington, ext. 7220 or Rachelle Marks, ext. 7710)

_____ Confirmation of college tuition programs

6. ACCOUNTS RECEIVABLE: (Debra Bergen, ext. 7171)

_____ Business Office Accounts _____ EMID A/R
 _____ 01 A/R _____ SB A/R

7. PAYROLL: (Marla Thomas, ext. 7251)

_____ DV _____ WTE _____ Last pay check _____ mail/pickup/direct deposit

8. LEAVE ACCRUAL: (Tracey Yiannakis, ext. 7781)

_____ Sick Leave Pool _____ Sick Leave _____ Personal Leave _____ VPO _____ Hrs. p/o

9. BUSINESS OFFICE: (Judianne Bianco, 7821)

_____ Corporate Credit Card (if applicable)

10. HUMAN RESOURCES: (Kate Laking, ext. 7799 or Krista Batchelor, ext. 7298)

_____ Benefits reviewed (if applicable) _____ Exit Process

I acknowledge the above exit conditions and obligations have been satisfied. My last physical work day on campus will be _____. I have completed my final time sheet and leave report and submitted for final signatures to Payroll in the Business Office.

 Employee Signature _____
 Date

Exit form completed and sent to Payroll for processing. Employee is clear to receive final pay.

 Human Resources Signature _____
 Date