

**LSSC Office of Human Resources  
EXIT INTERVIEW FORM**

Employee: \_\_\_\_\_ XID: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Last Day of Employment (Last Physical day on Campus): \_\_\_\_\_

Reason:                      Retirement                      Resignation                      Other

Please complete this form in its entirety prior to separation of employment from Lake-Sumter State College.  
You must obtain the designated Reviewer signature for each item.  
The Exit Interview Form MUST be returned to the Office of Human Resources prior to your last physical day on campus.

	Question	Yes	N/A	Remarks	Reviewer Signature	Date
	<b>Faculty &amp; Staff</b>					
1	Have you fulfilled all requirements and obligations of your position?				Immediate Supervisor	
2	Have you purged or saved your email and personal electronic files?				Immediate Supervisor	
3	Have you returned all College keys? (Office/Vehicle/Building/Special Use)				LE Security Office	
4	Have all Library materials been returned?				Library Official	
5	Have you reviewed COBRA and your insurance and retirement options?				HR Benefits	
6	Have you updated your forwarding address?				Human Resources	
7	Have you returned your name badge to Human Resources?				Human Resources	
8	Have you returned to IT any borrowed equipment?(laptop, tablet, etc.)				Information Technologies	
9	Do you have any other electronic accounts we need to know about (associations, mailing lists, vendors)?				Information Technologies	
10	Have you fulfilled all financial obligations to the College?				Business Office	
11	Have you returned the LSSC issued VISA credit Card?				Business Office	
	<b>Supervisor</b>					
12	Have you completed and submitted the Employee Separation Form? <a href="http://lssc.edu/staff/Documents/EmployeeForms/EmployeeSeparationForm.html">http://lssc.edu/staff/Documents/EmployeeForms/EmployeeSeparationForm.html</a>				Immediate Supervisor	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Your final paycheck will be authorized upon completion and return of this form to the Human Resources Office.  
LSSC wishes you the best in the future.