

Policy: Exit Interview	Number: 617.02
Date Revised: 09-01-17	Supersedes: H-22
Cross Reference: N/A	Issued: 05-20-98

The employee's supervisor or their designee will conduct an exit interview with any employee resigning or otherwise leaving the employ of Ingram State Technical College.

At the interview, the employee's supervisor or their designee will ensure that the employee has completed all necessary paperwork and returned any/all College keys, identification cards, radios, computer passwords, supplies, files, and/or equipment.

The interview will also provide an opportunity for the exiting employee to provide relevant information to the respective supervisor or their designee. The employee will be afforded an opportunity to attach a written comment or statement to the exit form.

The exit interview form and other documentation will be forwarded to ISTC's Office of Human Resources.

Copies of the Exit Interview Form may be obtained at the College's Human Resources office.