

Appendix V.

COLLEGE OF MICRONESIA-FSM

EMPLOYEE CHECK-OUT FORM

Name:	 FSM SS#:	
Termination Date:	 Departure Date:	
Forwarding Address:		_
	 	_

EMPLOYEE: Submit this form to the persons responsible for the activities listed below. Your final paycheck will be withheld until this form is properly completed and all obligations to the College cleared.

ACTIVITY HEAD: indicate whether the employee is free of any obligation in your areas. If not, please specify.

ACTIVITY	STATUS	SIGNATURE
1. Library:		2201.220
1. Overdue fines		
2. Books		
2. Audio-visual:		
1. Equipment		
3. Admissions & Records [Instructors]		
Student Grades		
4. Business Office:		
1. Tuition		
2. Travel Voucher		
3. Purchase orders		
4. Petty Cash voucher		
5. Supervisor:		
1. Office keys		
2. Computer/iPad		
3. Projector		
4. Textbooks/Grade books		
5. Grades		
6. Car keys		
7. Performance evaluation		
8. Reports		
6.Informtion Technology		
1. Technology devices		
7. Entry Permits – return to HR		

EMPLOYEE: If you are leaving the island, please clear your obligations with the following prior to departure.

COMPANY REP: This is just a reminder to the employee to clear his/her obligations with local business prior to his/her departure. The College is not responsible for any obligations incurred by the employee, unless the employee instructs the College in writing to deduct it from his/her paycheck.

COMPANY	STATUS	SI GNATURE
Landlord		
Utility		
Telecommunications		
Island Cable		

I authorize the College to deduct outstanding paycheck.	g obligations to the College from my final
Signature:	Date:

EMPLOYEE EXIT QUESTIONAIRE

Na	me:	Job Title:
De	partment:	Hire Date:
Su	Supervisor: Termination Date:	
	rections: Please answer the questions below swers will be held in strict confidence.	concerning your exit from the college. Your
1.	Briefly state your reasons for leaving COM-	FSM.
2.	What were the circumstances that led to you	or decision to leave?
3.	If you are leaving voluntarily, what could the	e college have done to persuade you to stay?
4.	What did you like most about working with	the college?
5.	What did you like least?	
6.	List names of committees you have served v	with during your employment.

٠.	7. What do you feel is your most important contribution[s] to the co	snege:
8.	8. When you had problems, how did you deal with them?	
Do	Do you have any suggestions for ways we can improve COM-FSM?	,
Sig	Signature: Date:	