

COLLEGE OF MICRONESIA-FSM

EMPLOYEE CHECK-OUT FORM

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

EMPLOYEE: Submit this form to the individuals responsible for the offices listed below. Your final paycheck will be withheld until this form is properly completed and all obligations to the College cleared. Complete form is submitted to Human Resources and Business Office.

ACTIVITY	STATUS	SIGNATURE
1. Learning Resource Center:		
A. Overdue books & fines		
2. Media Instructional & Technical Center:		
A. Equipment & Other Resources		
3. Admissions, Records & Retention: [Instructors Only]		
A. Student Grades		
4. Business Office:		
A. Tuition		
B. Travel Voucher		
C. Purchase Orders		
D. Petty Cash Voucher		
E. Receiving Report		
5. Procurement & Property Management:		
A. Outstanding purchase & Property returns		
6. Bookstore:		
A. Employee Personal Account		
7. Maintenance:		
A. Equipment (s)		
8. Information Technology:		
A. Technology Device/equipment		
9. Human Resources:		
A. Entry Permit(s)		
10. Supervisor:		
A. Office keys		
B. Car keys		
C. Computer/iPad		
D. Projector		
E. Textbooks/Grade books		
F. Grades		
G. Performance evaluation		
H. Reports		

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	SIGNATURE
Landlord		
Utility		
FSMTC		
Island Cable		

I authorize the college to deduct outstanding obligations to the college from my fapaycheck.		the college from my final	
Print Name:	Signature:	Date:	

EMPLOYEE EXIT QUESTIONAIRE

Na	me:	Job Title:	
De	epartment:	Hire Date:	
Su	pervisor:	Termination Date:	
	rections: Please answer the questions swers will be held in strict confidence.	below concerning your exit from the college. Your	
1.	Briefly state your reasons for leaving	g COM-FSM.	
2.	What were the circumstances that led	d to your decision to leave?	
3.	If you are leaving voluntarily, what c	could the college have done to persuade you to stay?	
4.	What did you like most about working	ng with the college?	

5.	What did you like least?
6.	List names of committees you have served with during your employment.
7.	What do you feel is your most important contribution[s] to the college?
8.	When you had problems, how did you deal with them?
9.	Do you have any suggestions for ways we can improve COM-FSM?
Sig	nature: Date: