

## COLLEGE OF MICRONESIA-FSM

## **EMPLOYEE CHECK-OUT FORM**

Name:	FSM SS#:
Termination Date:	Departure 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.

Office Head: Indicate whether the employee is free of any obligation in your area. If not, please specify.

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 final paycheck.

## EMPLOYEE EXIT QUESTIONAIRE

Name:	Job Title:
Department:	Hire Date:
Supervisor:	Termination Date:

**Directions:** Please answer the questions below concerning your exit from the college. Your answers will be held in strict confidence.

1. Briefly state your reasons for leaving COM-FSM.

2. What were the circumstances that led to your decision to leave?

3. If you are leaving voluntarily, what could the 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 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?

Signature:	

Date: \_\_\_\_\_