HUTTO INDEPENDENT SCHOOL DISTRICT

**EXIT INTERVIEW FORM**

Directions: This form is to be completed by the employee and the employee’s supervisor. A copy should be made and retained by the supervising administrator. After concluding the exit interview with his supervisor, the employee should schedule an appointment with the benefits specialist in HR and bring the exit interview form with him when he attends the appointment.

The benefits specialist will complete the exit interview process. All final paychecks will be mailed after the employees last day worked and the exit interview has been completed. Checks will run according to the normal payroll schedule. If the employee fails to schedule and attend the appointment in HR, his final check will not be direct deposited. He will needs to pick up his check when he completes the exit interview process

# Name:

Job Title:

Campus/Dept:

Dates Worked: to

From To

Forwarding Address:

E-mail (non ISD)

Phone Number:

Checkout Procedures: Where applicable, review and discuss the following items:

* Keys  District property  Door badge and ID
* Books  Equipment
* Benefits  Other:

Comments:

I have been advised Human Resources is not aware of all items needing to be turned in. HISD will hold my final paycheck until verified with campus administrator that all items have been returned. initial

Signature of Administrator Date

Signature of Employee Date

Signature of HR personnel \_ Date