

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
**The City University of New York**

**EMPLOYEE CLEARANCE CHECK LIST**

RETIREMENT       RESIGNATION       TERMINATION

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Name (print)	Position	Effective Date
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 Human Resources Representative

**The following areas must be cleared prior to release of final paycheck.**

	<u>SIGNATURE</u>	<u>DATE</u>
DEPARTMENT CLEARANCE Assignment Completed	_____	_____
LIBRARY Books Due/Fines	_____	_____
SECURITY I.D. Card	_____	_____
PERSONNEL Fringe benefits	_____	_____
PAYROLL/ACCOUNTING Final timesheets	_____	_____
BUILDINGS & GROUNDS Keys	_____	_____
OTHER Admin. Computer Center	_____	_____
Property Office	_____	_____
Laboratory Equipment	_____	_____
Recreation Equipment	_____	_____

**I have cleared out my desk and my office of my belongings**

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_____ Employee's Signature	_____ Signature of Supervisor/Chairperson
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**BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
EXIT INTERVIEW FORM**

Last	First	Initial	Last 4 of SS#	Empl ID
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Forwarding Address:	Street	City	State	Zip Code
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Department:	Immediate Supervisor
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Reason for Separation:

<u>Voluntary</u>	<u>Involuntary</u>
Better Job _____	Lack of funds _____
Insufficient pay _____	Lack of work _____
Relocation _____	End of appointment _____
Illness _____	Non-Reappointment _____
Retirement _____	Mandatory retirement _____
Family _____	Disciplinary* _____
Other _____	*State reason: _____

Please check the appropriate lines.

	YES	NO
1. Do you feel you were properly placed on your job considering your interest, ability and schooling?.....	_____	_____
2. Did you like your job?.....	_____	_____
3. Do you feel you received adequate training on your job?.....	_____	_____
4. Do you feel the workload that you were asked to undertake was reasonable?.....	_____	_____
5. Do you believe you received fair pay for the work which you were doing?.....	_____	_____
6. Do you feel the working conditions were good?.....	_____	_____
7. Do you feel your colleagues were cooperative?.....	_____	_____
8. Do you feel you received effective and fair supervision while you were here?.....	_____	_____
9. Do you feel you were kept properly informed about college policies and developments?.....	_____	_____
10. Do you feel the promotional prospects would have been good had you stayed?.....	_____	_____
11. Were you satisfied with employee benefits such as sick leave, vacations, retirement plan, medical plan, etc.?.....	_____	_____
12. If a friend of yours were looking for a position would you recommend that he/she apply for work here?.....	_____	_____
13. Would you work for this college again?.....	_____	_____

What were your most important reasons for leaving?

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What suggestions do you have which will make this college a better place to work?

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Signature \_\_\_\_\_