

## **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	CTATUC	CICNATUDE
ACTIVITY	STATUS	SIGNATURE
1. Library:		
1. Overdue fines		
2. Books		
2. Audio-visual:		
1. Equipment		
3. Admissions & Records [Instructors]		
1. Student Grades		
4. Business Office:		
1. Tuition		
2. Travel Voucher		
3. Purchase orders		
4. Petty Cash voucher		
5. Bookstore:		
Employee Personal Account		
6. Supervisor:		
1. Office keys		
2. Computer/iPad		
3. Projector		
4. Textbooks/Grade books		
5. Grades		
6. Car keys		
7. Performance evaluation		
8. Reports		
7.Information Technology		
1. Technology devices		
8. 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.	obligations to the College from my final
Signature:	Date:

## EMPLOYEE EXIT QUESTIONAIRE

Na	nme:	_ Job Title:	
De	epartment:	Hire Date:	
Supervisor:		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 lea	d to your decision to leave?	
3.	If you are leaving voluntarily, what	could the college have done to persuade you to stay?	
1	What did you like mast about world:	na with the college?	
4.	What did you like most about working	ng with the college?	
5	What did you like least?		
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	gnature: Date: