



**EXIT INTERVIEW FORM**  
To be completed by Employee

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

SWTX ID Number: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Employee Classification: \_\_\_\_\_

(Staff or Faculty)

Voluntary Termination/Resignation?      Yes \_\_\_\_\_      No \_\_\_\_\_

Why is employee leaving?

**Important Information:**

\* Last check is direct deposit. If paper check is required, it must be picked up at Payroll Office or mailed.

\* Your W2 will be mailed.

Employee \_\_\_\_\_      Date \_\_\_\_\_

Supervisor \_\_\_\_\_      Date \_\_\_\_\_



**Southwest Texas College**  
2401 Garner Field Road Uvalde, TX 78801  
Phone (830) 591-7330 | Fax 830-591-7340  
**swtxc.edu**

**EMPLOYEE CLEARANCE FORM**

Employee: \_\_\_\_\_ Last Effective Date: \_\_\_\_\_

Please take care of the following; to be initialed by the department representative.

Completion of Online	
Grade Submission _____	IT Department Help Desk _____
Keys _____	Phone Stipend _____
Library - Books _____	College Cell Phone _____
Tools & Equipment _____	Insurance Options _____
Bookstore - Mail Box Keys _____	Benefits _____
Business Office Accounts _____	Payroll _____
Credit Cards _____	Absences/Leaves _____
ID Card _____	Parking Permit _____

Exit Interview conducted by: \_\_\_\_\_  
Supervisor's Signature

**NOTE: Last Check is direct deposit. If check is required it must be picked up at Payroll Office or mailed.**

The above named employee has fulfilled all obligations up to date and is entitled to receive a check for services.

\_\_\_\_\_  
Supervising Vice President or President

I acknowledge receipt of my check for services rendered to Southwest Texas College for the period ending \_\_\_\_\_, 20\_\_\_\_. I hereby release the College from any and all claims.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date