

**EXIT INTERVIEW REPORT
TEACHERS COLLEGE - COLUMBIA UNIVERSITY
NEW YORK, NEW YORK 10027**

To be completed by supervisor/department head.

NAME: _____

LAST DAY WORKED: _____

POSITION: _____

PT _____

FT _____

DEPT.: _____

Restrictions on employment (days, hours, etc.) _____

Reason for leaving (Be sure to check one):

PERSONAL REASONS

- To accept other work
- To get married
- Domestic responsibilities
- Illness
- Pregnancy
- To leave area
- Other*

TERMINATION

- End of appointment
- Permanent lay-off
- Temporary lay-off
- Hired on a temporary basis
- Grant terminating or Project completion

RETIREMENT

- Voluntary
- Disability
- Compulsory (rules of company/union)

DISCHARGED

- Misconduct
- Not qualified
- Other* (such as leave of absence)

* (Explain details below)

Intentions as to future employment _____

Date for return to work (if applicable): _____

If discharged, did employee receive written warning? Yes No

Comments by supervisor/department head: _____

Signature of Supervisor/Department Head

Supervisor/Department Head (Print)

Budget # (s) _____