

# STOCKTON UNIVERSITY



## PROCEDURE

### **Exit Interview**

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: August 27, 1976; February 25, 1977; May 30, 2009; November 23, 2010

Index Cross-References:

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B. Supervisor:

1. It is the responsibility of the supervisor to assure that all property has been given to you or forwarded to the appropriate department. The completed and signed Exit Interview Clearance Form forms should be sent to the Office of Human Resources with all identification cards on or before the last day of employment.

Approval History:

	Date
President	11/23/10