
EMPLOYMENT STATUS AND RECORDS

EXIT INTERVIEW & CLEARANCE PROCESS

SWOSU recognizes employees leaving SWOSU may have questions and concerns to address prior to their final day of employment. To assist in the transition of leaving employment, an exit interview is generally scheduled with employees. Areas that are addressed during the exit interview include pay eligibility for unused annual leave, retirement, insurance, and return of SWOSU property. Additionally, the employee will have the opportunity to share opinions and perceptions addressing several areas of their employment experience with SWOSU.

Return of SWOSU Property: Employees are responsible for items issued to them or placed in their possession or control. A sample of such items may include, but is not limited to:

- Equipment
- Identification cards, badges, and/or photo IDs
- Keys
- Protective equipment
- Credit cards
- Tools
- Uniforms
- Vehicles
- Personal communication device
- Parking Decal
- Various written materials, forms, documents or manuals

All SWOSU owned property must be returned by employees on or before their last day of work.