

## **EMPLOYMENT STATUS AND RECORDS**

### **EXIT INTERVIEW**

The University recognizes employees leaving the University 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 will be scheduled with all employees leaving the University's employment.

Areas which are addressed during the exit interview include pay eligibility for unused annual leave, retirement, insurance, and return of University property.

Additionally, the leaving employee will have the opportunity to share opinions and perceptions addressing several areas of their employment experience with Southwestern. Such information shall be held as confidential.