Exit Interview Process

All full-time faculty and staff members will be asked to fill out a Separation Checklist and participate in an Exit Interview before they leave the employment of ICC.

Separation Checklist
The checklist is designed to both protect the employee and help the College with a smooth transition as the employee departs.

The checklist details the departments that the employee must visit to: turn in keys, check in equipment, turn in any outstanding Library materials, and make sure that they have no outstanding debt to the College in the Business Office, etc.

As each department is visited, the supervisor, Director or Vice-President will accept, check in or sign off that the employee has completed the task, that it is not applicable or that the equipment or keys in question have been accepted.

The checklist is then taken to Human Resources where the exiting employee meets with a representative of the HR Department.

Topics covered, and signed off in this session, include: the employee's KPERS account contributions, COBRA options for continued health insurance coverage, optional whole life insurance purchase opportunities, directives for forwarding mail and W-2 forms, remaining personal, sick, and /or vacation days, final day of work, and final check distribution.

Exit Interview
The purpose of the Exit Interview process is to ensure an effective separation between the College and the employee.

The form used during the Exit Interview provides the exiting employee an opportunity to express what is working well in their department and/or ICC, what improvements could be made to make ICC better/stronger, and the reason for leaving the institution.

These steps should be followed when an employee announces resignation or retirement

1) Upon notification that an employee is leaving ICC, Human Resources emails or delivers a copy of the Exit Interview form to the employee. The employee is asked to complete the form in a timely manner.
2) Following the completion of the exit questions on the Exit Interview form, the employee contacts Human Resources to schedule a time to review the form and to complete the Separation Checklist. If preferred by the exiting employee, the Exit Interview may be conducted with the employee's Cabinet-level supervisor and may include a peer.
3) The administrator (HR or supervisor of the employee's direct report) is encouraged to review the Exit Interview information with the direct report and develop a plan for adopting recommendations, if appropriate.
4) The Exit Interview form is filed in the employee's permanent file.