



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

EMPLOYEE EXIT INTERVIEW
HR-614

Department Responsibility: Human Resources
Approved Date: November 17, 2020
Related Policies & Laws:



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

It is the policy of the Technical College of the Lowcountry that all individuals terminating employment shall participate in an exit interview.

The exit interview is designed to identify the reason for separation, provide an explanation of details involving termination of employee benefits, ensuring the return of all college property, and to complete all required paperwork.

Files on all exit interviews shall be maintained and summarized by Human Resources and analyzed periodically as a management tool. Files are available to the State Board for Technical and Comprehensive Education and the Budget and Control Board upon request.

PROCEDURES: