

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

EXIT INTERVIEW FORM

Instructions: Each employee, regardless of reason for termination, should have an exit interview with at least two Firm representatives, usually the partner assigned personnel responsibilities and one other partner outside the employee's direct chain of command. The Firm should complete page one of this form, which should then be shown to the employee during the interview. The employee should complete page two of this form. After the interview, the Firm should complete page three of the form, and file the form in the personnel file.

Employee Name: _____ SSA#: _____

Last Job Title: _____ Last Salary: _____

Hire Date: _____ Termination Date: _____

To Be Completed by the Firm

1. Separation was initiated by: _____ Employee

2. Reason for the separation: _____

3. Amount of final wages due: \$ _____ for period _____ to _____

Acknowledgment that wages were paid. Initialed by: _____ (employee)

4. Amount of vacation benefits due: \$ _____ for hours

5. Amount of sick time benefits due: \$ _____ for hours

6. Other benefits due: \$ _____ for _____

7. If employee elects continued group health coverage:

Employee will pay \$ _____ by the _____ of each month, for self

Employee will pay \$ _____ by the _____ of each month, for dependants

8. Does the employee have an outstanding indebtedness with the firm? _____
If so, what are the repayment arrangements? _____

9. Is the employee in possession of Firm property? _____
If so, what property? _____

Acknowledgment that property, including keys and equipment have been returned.
Initialed by: _____ (employee)

10. List other separation arrangements _____

To Be Completed by the Employee

1. Have you read, and do you understand, page one of this form? _____

2. If you disagree with page one of this form, please state why:

3. Please state the reason for the termination or resignation: _____

4. Do you have another job? _____

5. May we discuss your employment at this Firm with inquiring employers? _____
If so, what information may we not tell the inquiring employers? _____

6. What did you like best about working for the Firm? _____

What did you like least? _____

7. Do you intend to reapply for employment with this Firm? _____

8. Do you feel that you were treated fairly? _____
Explain: _____

9. What can we do to help make your transition easier? _____

10. What is your current address and telephone number? _____

11. What should be done with mail and telephone calls? _____

Signed:

Employee: _____ Date: _____

Partner: _____ Date: _____

Witness: _____ Date: _____

To Be Completed by Firm after Exit Interview

1. Does employee appear likely to challenge the Firm's response to an unemployment benefit claim?
2. Does the employee appear unlikely to file a lawsuit?
3. Was final pay given within the time and in the manner prescribed by state law?
4. Was severance pay handled in accordance with company policy?
5. Were COBRA and state requirements explained?
6. Was all Firm property returned, including:
 - a. Office equipment?
 - b. Audit log?
 - c. Keys?
 - d. Phone and credit cards?
 - e. Business cards and stationery?
 - f. Computer programs?
 - g. Employee handbook?
 - h. Firm manuals?
 - i. Other?
7. Was the receptionist instructed how to handle calls?
8. Was mailroom instructed how to handle mail?
9. Was employee's name taken off bank accounts and wire transfer agreements?
10. Was security code changed?
11. Were locks changed?
12. Were computer passwords changed?
13. Did the Firm and employee agree about what topics may be discussed with references?