**[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)

1. Amount of vacation benefits due: $ for hours
2. Amount of sick time benefits due: $ for hours
3. Other benefits due: $ for
4. 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

1. Does the employee have an outstanding indebtedness with the firm? If so, what are the repayment arrangements?
2. 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)

1. 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?

1. Do you intend to reapply for employment with this Firm?
2. Do you feel that you were treated fairly? Explain:
3. What can we do to help make your transition easier?
4. What is your current address and telephone number?
5. 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:
   1. Office equipment?
   2. Audit log?
   3. Keys?
   4. Phone and credit cards?
   5. Business cards and stationery?
   6. Computer programs?
   7. Employee handbook?
   8. Firm manuals?
   9. 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?