

Exit Interview Form

Full Name (Print): _____

UFID #: _____

COMPLETE ALL THAT ARE APPLICABLE:

1. Go to 234 Anderson Hall to turn in all your Building keys:

Keys have been turned in in: _____
Staff Member – 234 Anderson Hall Date

2. Make sure you have turned in any UF property and Library books.

3. Complete the following information about your new position and/or new location: PRINT CLEARLY We must have a complete, valid address for forwarding certificates and other paperwork.

Outside Email Address: _____

Job Title (Check one) : Faculty Post Doc Non-Academic

Type of School (Check one) : Doctoral/Research Extensive Doctoral/Research Intensive

MA Colleges and Universities Associate's College Baccalaureate College

Baccalaureate/Associate's College Specialized Institution Foreign Institute

K-12 Schools

Faculty Track : Tenure Track Non-Tenure Track

Date of Employment : AAU Institution: Yes No

Title of Appointment : _____

Name of Institution : _____

Work Activity (Check One): Research Research & Teaching Teaching

Management & Administration Professional Services to Individuals Other

Salary Range : <\$30,000 \$30-40,000 \$40-50,000 \$50-60,000

\$60-70,000 \$70-80,000 \$80-90,000

Select One : Full-time Part-time

Home Address: _____ Phone: _____

4. You must go into ISIS student records and directory information to update your address in order to receive your diploma. If employed, fill out an updated W-4 for future tax statements and other documents.

If Employed - Do Not Close Bank Account Until Two Months After Last Day Worked

Signature of Staff member in 234 Anderson Hall accepting this form

Date