



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Exit Interview
Number: 5.2.17

Responsibility: Human Resources
Last Updated: February 21, 2023
State Policy/Law:

Commission Chair

President

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The Technical College of the Lowcountry supports and encourages all individuals terminating employment to 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, ensure 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.