



Student Employment Termination

Career Services • E334 Student Union • (937) 775-2556 • Fax (937) 775-3381 • <http://career.wright.edu>

Student employee _____ University ID number _____

Department _____ Supervisor _____

Position number(s) _____ Termination date _____

FOAPAL _____

Would the student be considered for rehire? Yes No

Reason for termination: _____

Supervisor's comments: _____

Student's comments: _____

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Exit Reminders for Supervisor

- Collect office keys, equipment, supplies, etc.
- Remove WINGS Calendar rights
- Address computer access issues/reset passwords
- Remove email address from staff email group
- Temporarily reassign projects or tasks
- Submit a new job posting to Career Services

For Office Use Only

Effective Date of Termination: _____ Date Complete: _____ Initials: _____