



# 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: \_\_\_\_\_