

Fairbanks North Star Borough Exit Processing Form

Name _____	
City, St, Zip _____	
Reason for Separation _____	Termination Date _____
Job Title _____	Dept/Div _____
Salary _____	Date of Hire _____
Final Check? _____	Mail _____ Pick up _____ Remain on Direct Deposit

FINAL PERFORMANCE RATING			
Rehire Eligibility <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Y3Y <input type="checkbox"/> Y7Y <input type="checkbox"/> YWC <small>(See FNSB Policy 65.12 for definition)</small>	Exceeds Expectations	Meets Expectations	Doesn't Meet Expectations
	Job Knowledge		
Performance			
Personal Interactions			
Work Habits			
Initiative or Innovation			
Safety & Accidents			
Remarks			

Exit Check-Out (to be completed with employee by Human Resources)			
Item	Employee Initial	Personnel Initial	Date
PERS Retirement Form			
Borough I.D. Card			
Deferred Comp <input type="checkbox"/> Yes <input type="checkbox"/> No			
Building Keys			
COBRA			
Travel Agreement			
Supplemental Life Insur. Conversion/FLEX			
Auth. Release			
Equipment/Uniforms/ Phone/Credit Cards/Kits			
Exit Survey			
Final Pay			

Supervisor's Comments	
	Supervisor's Signature _____ Date _____
Director's Comments	
	Director's Signature _____ Date _____
Employee's Comments	
	Employee's Signature _____ Date _____