

## **Exit Interview**

All employees leaving the employ of Hope College for any reason should schedule an exit interview with the Human Resources Office. The exit interview is normally held during the last week of employment. Insurance, retirement, and other arrangements for the final paycheck are made during this interview. All College property, including College identification and keys, must be returned by the last day of employment. If this is not possible, two options will be available. First, you may sign a consent form which allows the College to deduct the value (which shall be determined by the College) of the property from your paycheck to the extent the law allows. Or, you may sign a promissory note for this amount (or the balance of the amount which remains after your payroll deduction outlined in Option 1 has been made). The College reserves the right to take other lawful means (including filing a lawsuit) to recover the value of the property or the property itself, should neither option be taken, or should a balance remain after either option (or both) is/are taken.