

Applicant Tracking

Hire the Best People

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Leading HR Software Solutions for Over 10 Years

How to Create a Termination/Separation Form

Hirezon | Interview Exchange



Applicant Tracking System



Onboarding



Forms

Click on 'Forms'

0 Created by me

0 Assigned to me
0 Guest Reviews

Click on 'Start New Form'

+ Start New Form

Incomplete Forms

ID	Title	Originator	Template	Updated
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No Records Found

Completed Forms

ID	Title	Originator	Template	Updated
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No Records Found

Published Forms

ID	Title	Originator	Template	Updated
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No Records Found

Waiting for Form Approval

ID	Title	Originator	Template	Updated
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No Records Found

Waiting for Task Approval

ID	Title	Originator	Template	Updated
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Guest Reviews

ID	Title	Originator	Template	Updated
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Start New Form

Department:

Human Resources

|

-Select-

Human Resources

Click on
'Department', and
select desired
department

Category:

Template:

Title/Name: 

Create Form

Start New Form

Department:

Human Resources

Category:

--Select--

Template:

Human Resources

Title/Name: ?

Create Form

www.interviewexchange.com says

You selected the Human Resources department. Please click OK to confirm this department.

Note: Departments can not be changed after Form creation. An incorrect department may result in a denial during the Form approval process.

If you do not have access to the correct department, *Do Not Proceed*. Contact Human Resources for access to the correct department.

Click 'Ok'

OK

Cancel

Start New Form

Department:

Category:

Template:

Title/Name: ?

Create Form

--Select--
--Select--
Personnel Records

Click on 'Category', and select desired category

Start New Form

Department:

Category:

Template:

Title/Name:

Create Form

Click on 'Template', and select 'Termination/Separation'

Start New Form

Department:

Category:

Template:

Title/Name:

Create Form


Enter Employee's Name



Start New Form

Department:

Category:

Template: 

Title/Name:

Create Form

Click 'Create Form'



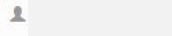
Enter Name Here

Guests All Tasks

Form ID: 30370

Termination/Separation Form

Task Routing Actions



* Termination/Separation Form
 Termination/Separation Form

Click 'Termination/Separation Form'



Please attach letter of resignation here:

Choose File No file chosen

Optional File comment (description, etc.)

Save

Discussions



Start New Discussion

Send for Next Action

Enter Name Here

Guests All Tasks

Termination/Separation Form

Form ID: 30370



Complete form

Termination/Separation Form

*Employee Name:	*Employee ID:	*Employee Title:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*Separation Type:	*Last Day Worked:	*Termination Date:	*To be paid through:
<input type="radio"/> Voluntary <input type="radio"/> Involuntary <input type="radio"/> Retirement	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Emeritus: --Select--	*Reason for Separation: --Select--	*Eligible for Rehire: --Select--	

Instructions for IT:

*Emailed forwarded: --Select--	If Yes to who and for how long?	*Is the email being archived? --Select--
*Will someone need access to shared drives?	If so, who	*Is out of office message required?

Save & Submit

Enter Name Here

Guests All Tasks

Form ID: 30370

Termination/Separation Form

Retirement

* Emeritus: --Select-- * Reason for Separation: --Select-- * Eligible for Rehire: --Select--

Instructions for IT:

* Emailed forwarded: --Select--	If Yes to who and for how long?	* Is the email being archived? --Select--
* Will someone need access to shared drives? --Select--	If so, who and low long?	* Is out of office message required? --Select--
If so, how long and please type the automated message below:	* Will someone need access to the files on the employee's One Drive? --Select--	If so, who?

IT will reclaim computing assets in 2 weeks, scrub and return to department.

Special Instructions:

(Form 1944)

Save & Submit

Click 'Save & Submit'

Enter Name Here

Guests All Tasks

Form ID: 30370

Termination/ Separation Form

Termination/ Separation Form			
Employee Name: Joe	Employee ID: Smith	Employee Title: Janitor	
Separation Type: <input checked="" type="radio"/> Voluntary <input type="radio"/> Involuntary <input type="radio"/> Retirement	Last Day Worked: 10/01/2019	Termination Date: 10/10/2019	To be paid through: 10/08/2019
Emeritus: No	Reason for Separation: V-Commute/Lack of Transportation	Eligible for Rehire: No	
Instructions for IT:			
Emailed forwarded: No	If Yes to who and for how long?	Is the email being archived? No	
Will someone need access to shared drives? No	If so, who and low long?	Is out of office message required? No	
If so, how long and please type the automated message below:	Will someone need access to the files on the employee's One Drive? No	If so, who?	
IT will reclaim computing assets in 2 weeks, scrub and return to department.			
Special Instructions:	Edit	Continue	

Click 'Continue'

Enter Name Here

👤 Guests All Tasks ▾

Form ID: 30370

➔ Termination/Separation Form

🔄 Task Routing ⋮ Actions



- * Termination/Separation Form
- ✓ Termination/Separation Form

Please attach letter of resignation here:

Choose File No file chosen

Upload letter of resignation

Optional File comment (description, etc.)

Save

Discussions 🔄 ✕

Start New Discussion

Send for Next Action

Enter Name Here

👤 Guests All Tasks ▾

Form ID: 30370

→ Termination/Separation Form

🔄 Task Routing ⋮ Actions



- * Termination/Separation Form
- ✓ Termination/Separation Form

Please attach letter of resignation here:

Choose File No file chosen

Optional File comment (description, etc.)

Save

Discussions



🗨 Start New Discussion

Send for Next Action

Click 'Send for Next Action'