



Student Employment Termination

Career Services • Conaton Learning Center – ML 1161 • (513) 745-4880 • Fax (513) 745-3523

Student Employee _____ Banner ID Number 000 _____ (1st six digits)

Department _____ Supervisor _____

Position number (s) _____ Termination date: 05/08/2011

Did student graduate OR not returning to Xavier? Yes No

Student not eligible for rehire based on University's Work Study requirement? Yes No

If other reason for termination please state: _____

Would the student be considered for rehire? Yes No

Supervisor's Signature: _____ Date: _____

Exit Reminders for Supervisor

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

For Office Use Only

Effective Date of Termination: 05/08/2011 Date Complete: _____ Initials: _____