



Student Employment Termination

Career Services • 310 Gallagher Student Center • (513) 745-4880 • Fax (513) 745-3523

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

Department _____ Supervisor _____

Position number (s) _____ Termination date: _____

Would the student be considered for rehire? Yes No

Did student graduate OR not returning to Xavier? Yes No

Reason for termination: _____

Supervisor's comments: _____

Supervisor's Signature: _____ Date: _____

Student'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: _____ Date Complete: _____ Initials: _____