

# Trainee Exit Interview Form

Trainee Name:

**Instructions:** Students should be aware of the items on the program checkout list below and complete these tasks in a timely manner. Please work with various staff listed below to document completion of all items.

Program Checkout: (Please have designated initials for each field)

Program Manager:

- \_\_\_\_\_ Student returned identification badge(s) to administrative staff.
- \_\_\_\_\_ Student returned any personal radiation badges and rings to Radiation Safety Office.
- \_\_\_\_\_ Student cleaned work area, removed any temporary materials, and returned any borrowed equipment or supplies remaining from your research.
- \_\_\_\_\_ Student provided copy of proof of submission of thesis or dissertations to LSU.
- \_\_\_\_\_ Student returned all LSU keys to the LSU Physics Department Building Coordinator.
- \_\_\_\_\_ Student completed Exit Questionnaire Form (see next page)
- \_\_\_\_\_ Program Director notified main office staff (Paige Whittington) of separation date.

