



EXIT PROCESSING CHECKLIST

Name: _____

Employee Number: T _____

Date of Separation: _____

Department/ College: _____

Reason for Separation: _____

Signatures

1. DEPARTMENT	Supervisor	
Recover all TSU equipment (computer, cell phone, etc.)		X _____
Recover building/ office keys		
Recover parking card(s)		

2. PURCHASING DEPARTMENT	Hannah Hall, Room 333	
Return Procurement Card if employee is a Cardholder		X _____
Return Travel Card if employee is a cardholder		

3. INFORMATION TECHNOLOGY	Hannah Hall, Room 320	
Delete user login-in ID and user rights		X _____
Cancel phone access		

4. RESEARCH FINANCIAL SERVICES	Hannah Hall, Room 315	
Report for Time and Effort/ Copy of Grant PA Form		X _____

5. FINANCE	Hannah Hall, Room 142	
USAS ID Disabled		X _____

6. BURSARS OFFICE	Bell Building, Basement	
Resolve financial responsibility		X _____
Final check disbursement		

7. ROBERT TERRY LIBRARY/ TMSL LIBRARY	Circulation Dept. 1st Floor	
Return books and audio visual equipment		X _____

8. HUMAN RESOURCES	Hannah Hall, Room 126	
Explanation of applicable benefits		X _____
Disable PeopleAdmin User ID (Employment Office)		

THIS FORM MUST BE COMPLETED AND RETURNED TO THE OFFICE OF HUMAN RESOURCES IMMEDIATELY FOR PROCESSING.



Office of Human Resources
EXIT INTERVIEW QUESTIONNAIRE

EMPLOYEE INFORMATION

Name: _____

Employee Number: T _____

Department: _____

Job Title: _____

Date of Separation: _____

Employment Status: Faculty Exempt Staff Non-Exempt Staff

Your answers will be valuable for constructive evaluation of the position you are vacating and of the university work environment. (Please use the back of the form if extra space is needed).

PLEASE SELECT THE REASON(S) THAT YOU ARE LEAVING

- Better Opportunity
- Relocation
- Retirement
- Involuntary Separation
- Texas State Direct Transfer
- Other
- Higher Education Out-of-State
- Not Satisfied with Supervisor
- Not Satisfied with Job
- Attend School Full-Time
- Stay Home Full-Time

QUESTIONNAIRE DETAILS

PLEASE RATE YOUR EMPLOYMENT EXPERIENCE WITH TEXAS SOUTHERN UNIVERSITY:

Very Good Good Average Fair Poor

What did find most satisfying about your job?

What did you find most frustrating about your job?

Were there any University policies or procedures that made your work more difficult?

Would you consider returning to TSU in the future?

Would you recommend TSU to a friend as a good place to work?

Is there anything TSU could have done to prevent you from leaving?

Please Rate Your Position in the Following Areas:

	Very Good	Good	Average	Fair	Poor
Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Assignments & Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comment(s):