



## EXIT PROCESSING CHECKLIST

Name: \_\_\_\_\_

Employee Number: T \_\_\_\_\_

Date of Separation: \_\_\_\_\_

Department/ College: \_\_\_\_\_

Reason for Separation: \_\_\_\_\_

### Signatures

**1. DEPARTMENT**

Recover all TSU equipment (computer, cell phone, etc.)  
Recover building/ office keys  
Recover parking card(s)

Supervisor

X \_\_\_\_\_

**2. PURCHASING DEPARTMENT**

Return Procurement Card if employee is a Cardholder  
Return Travel Card if employee is a cardholder

Hannah Hall,  
Room 333

X \_\_\_\_\_

**3. INFORMATION TECHNOLOGY**

Delete user login-in ID and user rights  
Cancel phone access

Hannah Hall,  
Room 230

X \_\_\_\_\_

**4. RESEARCH FINANCIAL SERVICES**

Report for Time and Effort/ Copy of Grant PA Form

Hannah Hall,  
Room 315

X \_\_\_\_\_

**5. FINANCE**

USAS ID Disabled

Hannah Hall,  
Room 140

X \_\_\_\_\_

**6. BURSARS OFFICE**

Resolve financial responsibility  
Final check disbursement

Bell Building,  
1<sup>st</sup> Floor

X \_\_\_\_\_

**7. ROBERT TERRY LIBRARY/ TMSL LIBRARY**

Return books and audio visual equipment

Circulation Dept.  
1<sup>st</sup> Floor

X \_\_\_\_\_

**8. HUMAN RESOURCES**

Explanation of applicable benefits  
Disable PeopleAdmin User ID (Employment Office)

Hannah Hall,  
Room 126

X \_\_\_\_\_

**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

(If you are leaving for another position), what prompted you to seek outside employment opportunities?

What did find most satisfying about your job?

What did you find most frustrating about your job?

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?



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

- |  |  |
|--|--|
| <input type="checkbox"/> Better Opportunity          | <input type="checkbox"/> Higher Education Out-of-State |
| <input type="checkbox"/> Relocation                  | <input type="checkbox"/> Not Satisfied with Supervisor |
| <input type="checkbox"/> Retirement                  | <input type="checkbox"/> Not Satisfied with Job        |
| <input type="checkbox"/> Involuntary Separation      | <input type="checkbox"/> Attend School Full-Time       |
| <input type="checkbox"/> Texas State Direct Transfer | <input type="checkbox"/> Stay Home Full-Time           |
| <input type="checkbox"/> Other                       |  |

PLEASE RATE YOUR EMPLOYMENT EXPERIENCE WITH TEXAS SOUTHERN UNIVERSITY:

☐ Very Good ☐ Good ☐ Average ☐ Fair ☐ Poor

Comment(s):

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"/>

Comment(s):