



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 230
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 140
USAS ID Disabled X _____

6. BURSARS OFFICE Bell Building,
1st Floor
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

(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

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):