



EXIT PROCESSING CHECKLIST

Name: _____

Employee Number: T _____

Date of Separation: _____

Department/ College: _____

Reason for Separation: _____

Please secure signatures from the departments below. Email addresses are included to assist in facilitating signatures.

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		
edwin.rodas@tsu.edu or melanie.jackson@tsu.edu		

3. RESEARCH FINANCIAL SERVICES	Hannah Hall, Room 315	
Report for Time and Effort/ Copy of Grant PA Form		X _____
diane.lewis@tsu.edu		

4. FINANCE	Hannah Hall, Room 140	
USAS ID Disabled		X _____
rena.robinson@tsu.edu		

5. BURSARS OFFICE	Bell Building, 1st Floor	
Resolve financial responsibility		X _____
Final check disbursement		
errol.thomas@tsu.edu		

6. ROBERT TERRY LIBRARY/ TMSL LIBRARY	Circulation Dept. 1st Floor	
Return books and audio visual equipment		X _____
haiying.li@tsu.edu		

7. HUMAN RESOURCES	Hannah Hall, Room 126	
Explanation of applicable benefits		X _____
Disable PeopleAdmin User ID (Employment Office)		
kasandra.mcneil@tsu.edu		

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

(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):