



Office of Human Resources

EXIT CHECKLIST

Employee Number: T _____

Date of Separation: _____

Department/ College: _____

Reason for Separation: _____

Please secure signatures from the departments below.

Signatures

1. PROCUREMENT Return Procurement/Travel Card (if applicable)	Hannah Hall Suite 333	X _____
2. RESEARCH FINANCIAL SERVICES (if applicable) Report for Time and Effort/ Copy of Grant PA Form	Hannah Hall Suite 315	X _____
3. FINANCE USAS ID Disabled (if applicable)	Hannah Hall Suite 140	X _____
4. BURSARS OFFICE Resolve Financial Responsibility Balance Due \$ _____	Bell Building 1 st Floor	X _____
5. UNIVERSITY LIBRARY/ TMSL LIBRARY Return books and audio visual equipment	Circulation Desk/TMSL 1 st Floor	X _____
6. PAYROLL Payroll Clearance Resolve Financial Responsibility	Hannah Hall Suite 135	X _____
7. PUBLIC SAFETY Return Employee/Parking ID Card	General Services Bldg. 1 st Floor	X _____
8. OFFICE OF INFORMATION TECHNOLOGY Return TSU Technology Equipment (Laptop, Tablet & Chargers)	Hannah Hall Suite 229	X _____
9. DEPARTMENT Return Office Keys, etc.	Supervisor	X _____
10. HUMAN RESOURCES Explanation of applicable benefits (Leave Accruals, COBRA, Service Credit Transfer, etc.)	Hannah Hall Suite 126	X _____

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

Public Access Authorization The Texas Legislature passed a House Bill revising the statutes related to the disclosure of certain employee information. Texas Government Code Section 552.024 requires each employee or official of a governmental body to choose whether to allow public access to information in the custody of the governmental body. If you do not want the University to make your home address, home telephone number, social security number, emergency contact information, or family member information available to the public, you must notify the University in writing. Once written notification is received, it will remain in effect until you provide written notice that you wish to reverse your decision. If an employee fails to declare this information as confidential, the information will be subject to public access. If you ask the University to deny public access to this information, it will not be used in published directories, nor included on lists of employees secured from our files under the Public Information Act by private firms or individuals. The information will not be given to anyone else who may request it, as long as your authorization to deny access has not been reversed. The information will be used by the University, however, for any official business purpose, including mailing correspondence and informational materials to your home address.

PLEASE CHECK ONLY ONE: IF YOU CHECK MORE THAN ONE OR NONE, THE INFORMATION WILL BE SUBJECT TO PUBLIC ACCESS

☐
☐

PUBLIC ACCESS Disclose home address/telephone number, SSN, emergency contact information and family information

NO PUBLIC ACCESS Conceal home address/telephone number, SSN, emergency contact information and family information



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).

REQUIRED SELECT THE REASON(S) THAT YOU ARE LEAVING

☐ Better Opportunity

☐ Relocation

☐ Retirement

☐ Involuntary Separation

☐ Texas State Direct Transfer

Name of Agency _____

Start Date _____

☐ Other

☐ Higher Education Out-of-State

☐ Not Satisfied with Supervisor

☐ Not Satisfied with Job

☐ Attending 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	☐	☐	☐	☐	☐
Benefits	☐	☐	☐	☐	☐
Advancement	☐	☐	☐	☐	☐
Co-Workers	☐	☐	☐	☐	☐
Supervision	☐	☐	☐	☐	☐
Training	☐	☐	☐	☐	☐
Working Assignments & Duties	☐	☐	☐	☐	☐
Working Conditions	☐	☐	☐	☐	☐

Comment(s):