

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Number: 02.04.09

SUBJECT: Exit Interviews

I. PURPOSE AND SCOPE

The purpose of this document is to establish procedures for exit interviews in an effort to answer questions or concerns that may arise during the termination clearance procedure ([MAPP 02.04.05](#)); this exit interview process is also an effort to allow employees leaving the University with an opportunity to express their concerns for improvements and critical needs to Human Resources. The data received will be reviewed, documented and relayed to the college/division business administrators as statistical data only as the need arises.

II. EMPLOYEE RESPONSIBILITIES

Either before or upon termination, each regular benefits eligible staff employee who is terminating or retiring is responsible for settling all outstanding obligations and for securing the clearance indicated in [MAPP 02.04.05](#).

The Exit Interview process is an optional opportunity available to all terminating benefits eligible staff of the University of Houston. All exiting benefits eligible employees are encouraged to complete the Exit Interview questionnaire either on the Department of Human Resources' [web site](#) or in person in the Department of Human Resources by scheduling a meeting with a Human Resources Generalist. Questions from the employee will be handled on a case-by-case basis.

III. DEPARTMENT RESPONSIBILITIES

As soon as notice of intent to terminate has been received from an employee, the employee's College or Division Business Administrator (CDBA) is responsible for initiating an electronic Personnel Action Request (ePAR) Form and other terminating documents. Concurrently, the exiting employee should be notified of this exit interview process. The CDBA should encourage the employee to answer the questionnaire openly and honestly. The employee should also be informed that the answers to the exit interview questionnaire will not be utilized in determining their termination status.

IV. REVIEW AND RESPONSIBILITIES

Responsible Party: ~~Executive Director~~ [Assistant Vice President](#) of Human Resources

Review: Every three years on or before October 1

V. APPROVAL

Carl Carlucci
~~Executive-Senior~~ Vice President for Administration and Finance

Renu Khator
 President

Date of President's Approval: April 29, 2013

VI. REFERENCES

[MAPP 02.04.05](#) - Termination Clearance
[SAM 02.A.25](#) - Termination Clearance Guidelines
[Termination Clearance Form](#)
[Electronic Personnel Action Request \(ePAR\) Form](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	08/19 09/06/2005	Initial version
Interim	05/13/2011	Interim designation based on Texas Workforce Commission audit in 04/2011. Applied revised MAPP template and new Revision Log. Section II.B and C were removed; a sentence was added to Section II concerning filling in the exit interview questionnaire either online or in person at the Human Resources Department. Added Electronic Personal Action Request (ePAR) to Section III. Changed responsible party. Added hyperlinks as needed
2	04/29/2013	This MAPP is being submitted for review and approval to remove the Interim designation. Added redlines to Section I to address questionnaire as statistical data only. Made minor redlines to Section II, including the employee's alternative choice to schedule an exit meeting with a Human Resources Generalist. Removed the exit survey information from Section III. Removed Index terms. Added Termination Clearance Form and Electronic Personnel Action Request (ePAR) Form to Section VI, References
<u>3</u>	<u>TBD</u>	