

UNIVERSITYof **HOUSTON**
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Number: 02.04.09

SUBJECT: Exit Interviews (Interim)

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 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 the needs arise.

II. EMPLOYEE RESPONSIBILITIES

Upon termination, each regular benefits eligible staff employee who is terminating, retiring, or taking a leave of absence without pay, 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.

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 Personal 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 may not be utilized in determining their termination status.

The exit survey may include, but is not limited to, the following questions:

- A. What was the determining factor in your decision to leave the university?
- B. Would you work for your department or the university again?
- C. What areas would you like to change at the university?
- D. Could anything have been done to prevent you from leaving the university?

IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Executive Director of Human Resources

Review: Every three years on or before October 1

V. APPROVAL

Carl Carlucci

Executive Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: May 13, 2011

VI. REFERENCES

[MAPP 02.04.05](#) - Termination Clearance[SAM 02.A.25](#) - Termination Clearance GuidelinesIndex Terms: Voluntary Exit Interview
Termination Questionnaire**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	08/19/2005	Initial version
Interim	05/13/2011	Interim designation based on Texas Workforce Commission audit in 04/2011. Applied revised MAPP template and added 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