

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Human Resources**  
**AREA: Employee Relations**

**Number 02.04.09**

<b>SUBJECT: Exit Interviews</b>
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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

- A. 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.
- B. The Exit Interview process is an optional opportunity available to all terminating benefits eligible staff of the University of Houston.
  - 1. The exiting employee has a choice of completing an exit interview questionnaire or visiting the Human Resource Department Employee Relations Section to personally discuss their termination. All employees are encouraged to fill out the exit interview questionnaire whether their termination was voluntary or involuntary.
  - 2. All exiting benefits eligible employees are encouraged to complete the form on the Human Resource Department's website, or come to the Human Resource Department to fill out the Exit Interview questionnaire.

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 a Personal Action Request (PAR) 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 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 your leaving the university?

#### IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Assistant Vice President for Human Resources

Review: Every three years, on or before October 1

#### V. APPROVAL

John Rudley  
Vice President for Administration and Finance

Jay Gogue  
President

Approval date: 9/06/05

Effective Date: August 31, 2005

#### VI. REFERENCES

MAPP 02.04.05 - Termination Clearance  
SAM 02.A.25 - Termination Clearance

Index Terms: Voluntary Exit Interview  
Termination Questionnaire