

System-wide Policy: HR0125 - Exit Interviews	
Version: 3	Effective Date: 10/01/2017

HR0125 – Exit Interviews

Topics:

Procedures	Related Policies
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Objective:

To solicit employees' comments about their work experience at the university and their reasons for leaving, to secure return of university property, and to guard against unjustified unemployment compensation.

Policy:

Each campus or institute shall establish a procedure to ensure clearance of all personal debts owed and the return of all assigned university property to the respective department by employees prior to termination and release of final wage payments.

Provisions shall be made to allow terminating employees to submit comments to Human Resources about their work experiences at the university and their reasons for leaving.

PROCEDURES:

Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Space Institute:	http://www.utsi.edu/index.php/utsi-procedures/

Related Policies: [HR0160 - Termination of Employment](#), [HR0375 - Retirement Plans](#)