OFFICE OF HUMAN RESOURCES
EMPLOYEE EXIT QUESTIONNAIRE
(TO BE COMPLETED BY EMPLOYEE)

Date: _____ Gender: _____ Employee Class: _____ Part or Full Time: _____

Reason for Separation: _____ (Additional comments may be written at the bottom of this page.)

Choose the option which best describes your feelings about the following aspect of your employment.

Job Duties: _____ Salary: _____ Supervisor: _____ Co-Workers: _____

Advancement Opportunities: _____ Benefits Program: _____ Recognition: _____

Working Environment: _____ Employee Education Assistance: _____ Parking: _____

Training and Development Programs: _____ Overall, as a Place to Work: _____

Comments / Remarks:

Employee Name (Optional): _____ Department: _____

_____
Employee Signature (Optional)

Thank you for completing the Employee Exit Questionnaire Form.
Please return this form to Human Resources in an envelope marked "Confidential."

Office of Human Resources - Revised:11/20/2014

OFFICE OF HUMAN RESOURCES
EMPLOYEE EXIT CHECKLIST

Employee Name: _____ Department Name: _____

Separation Date: _____ Reason for Separation: _____

Title: _____

Forwarding Address: _____

The following checklists are provided to assist all University of North Florida employees (Faculty, Support Staff, Administrative and OPS) and departments with the separation process. Employees who terminate their employment with the University should be aware of their rights and benefits, which may include leave payments, COBRA benefits and other fringe benefits. Additionally, terminating employee have an obligation to return all University property issued to them and settle all outstanding accounts. Contact Human Resources to schedule an appointment to out-process.

Employee Responsibilities:

- ☐ Submit written notice of termination to department.
- ☐ Update W4 card with change of address in HR.
- ☐ Pay outstanding debts. (Parking fines, library fines, etc.)
- ☐ Return all keys to the Lockshop.
- ☐ Return all uniforms.
- ☐ Return telephone calling card, gas card, and parking pass. (Hanging or fixed)
- ☐ Return purchasing card (p-card).
- ☐ Return all equipment. (PC, lab equipment, etc.)
- ☐ Return library books and materials.
- ☐ Contact HR benefits section for insurance end dates and retirement information.
- ☐ Complete Exit Interview Questionnaire and return to HR in a sealed envelope marked "Confidential."
- ☐ Other: _____

Department Responsibilities:

- ☐ Verify return of uniforms, equipment and supplies.
- ☐ Verify repayment of travel advances, salary overpayments and cash advances.
- ☐ Verify return of purchasing card (p-card).
- ☐ Terminate access to computer systems. (Banner, email, etc.)
- ☐ Remove name from authorized signature list(s).
- ☐ Prepare and submit termination PAF to HR.
- ☐ Attach copy of resignation letter to termination PAF.
- ☐ Notify HR if final payment(s) should be withheld pending compliance with employee exit requirements.
- ☐ Provide employee with Exit Interview Questionnaire and "Confidential" return envelope.

Department Representative Comments:

_____

Separating Employee _____ Date: _____

Department Representative _____ Date: _____

This form requires the signature of the terminating employee and department head or director. Return the original to Human Resources and retain a copy for department files.

Print Form Reset Form