COPPIN STATE UNIVERSITY

Exit Form

TO:	**Controller**	**EMPL ID:**	
FROM:			
SUBJECT:			
DEPARTMENT:			
DATE:		**EFFECTIVE DATE:**	

The above named individual will no longer be employed with CSU as of the noted date. Please sign below to indicate all obligations with your respective department are settled.

PEC 2nd floor **Ext. 3906**	**Director, Public Safety or Designee**		**Date:**	
PEC 3rd floor **Ext. 3775**	**Physical Plant Manager or Designee**		**Date:**	
Library **Ext. 3400**	**Director, Library or Designee**		**Date:**	
Department	**Dean/Supervisor**		**Date:**	
Department	**Chairperson (if applicable)**		**Date:**	
OIT Admin Bldg 2nd **Ext. 3851**	**Chief Information Officer or Designee**		**Date:**	
Parking Talon Ctr **First Floor**	**Director of Parking and Transportation**		**Date:**	

Human Resources **Ext. 3666**	**Dir., Human Resources or Designee**		**Date:**
Employee Eligible for rehire in the current department?	☐ **Yes** ☐ **No**	**Employee Eligible for rehire with the University?** **[For HR use only]**	☐ **Yes** ☐ **No**
Employee access to campus restricted?	☐ **Yes** ☐ **No**	☐ **Yes** ☐ **No** **If yes, Public Safety Notified** **[For HR use only]**	

COPPIN STATE UNIVERSITY

EXIT INTERVIEW QUESTIONNAIRE

Please complete this side after all signatures are on front (except HR's) and return to Human Resources

Name	
Department	
Position	
Gender	
Beginning and End dates at Coppin	
What is your primary reason for leaving?	
What was most satisfying about your job?	
What was least satisfying about your job?	
Did you receive enough training to do your job effectively?	
What was the quality of the supervision you received?	
Did any company policies or procedures make your job more difficult?	
Would you recommend working for this company to your family and friends?	
What does your new company offer that this company doesn't?	
What did you like most about this company?	
Any other comments?	

Office of Human Resources · 2500 West North Avenue · Baltimore, Maryland 21216 · 410-951-3666 [p] · 410-951-3667 [f] · 1-800-735-2258 [TDD]
www.coppin.edu/hr

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