

## Welcome to the Utah State University Resignation/Transfer Website!

Thank you for your service to USU! We have created some documents that we hope will make your transition easier. Please contact us if you have questions at (435) 797-1814.

### 1) [Checklist](#) for Resignation/Transfer Process

This form was designed to:

- a) remind the resigning/transferring employee about USU equipment or USU property that must be returned and consequences of failure to return that property,
- b) notify service providers to discontinue service or transfer accounts,
- c) remind departments to send a copy of any memorandum of understanding/agreement (or severance package information) to the Office of Human Resources (UMC 8800).

### 2) [Exit Interview Questionnaire](#)

This form is designed to obtain feedback from departing/transferring employees to help us improve the work environment at USU. The information you provide can be completely confidential, and your name and specific responses will not be revealed to your supervisor and/or department. The Office of Human Resources employees will review and summarize your feedback, and provide the information gained from numerous exit questionnaires to the management of your former department. If there is a particular item to which you do not feel comfortable responding, leave it blank and go on to the next item. We do ask, however, that you try to complete all items.

### References

[USU Policy 399](#) Termination of Exempt and Non-Exempt Staff

[USU Policy 398](#) Reduction-in-Force