

# WSU Exit Survey

## Objective

This Reference Guide provides information on how to submit the WSU Exit Survey in Workday. This process is accessible to all terminating employees of WSU.

Responses will be accessible by Human Resource Services (HRS).

## Initiator

- Terinee as Self
- Retiree as Self
- Employee as Self
- Academic Affiliate as Self

## Steps to complete the WSU Exit Survey

There are three ways to complete the Survey in Workday:

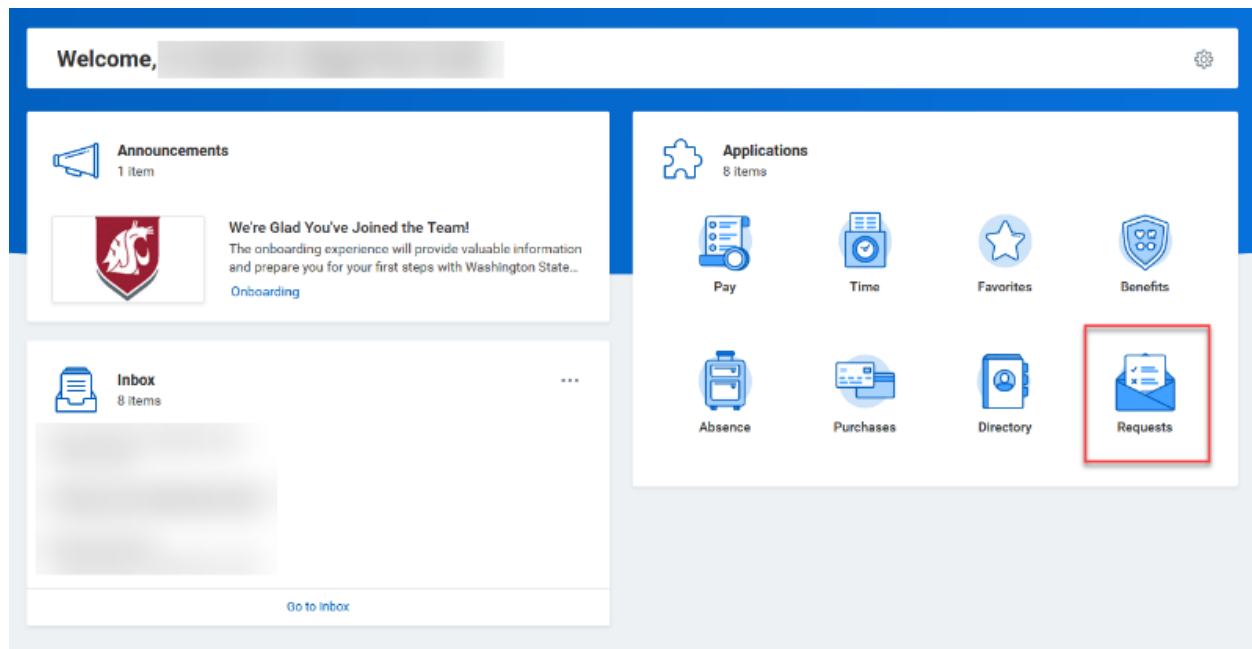
- The Requests application
- The search bar (Academic Affiliates will need to use the search bar to locate their requests report)
- The Termination process

Step by step directions for both options are below.

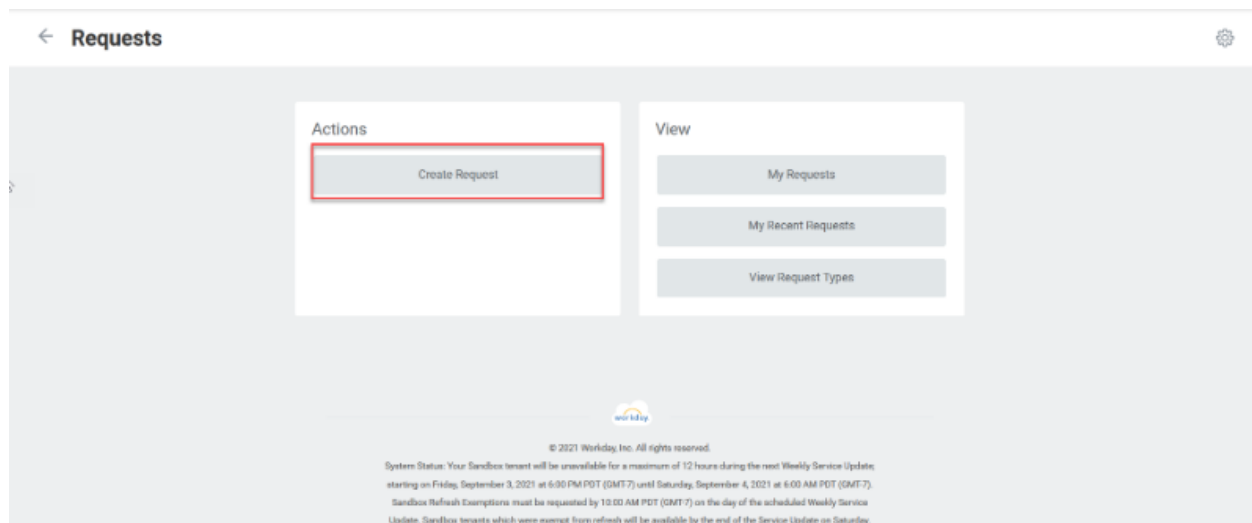
### Via the Requests application:

1. On your Workday Home page, select the **Requests** application.

**Note:** If you do not have the Requests application on your homepage, follow the step by step directions in the [Workday Tools and Navigation](#) reference guide to add the application to your home screen. If you cannot find the Requests application as an Optional Application, you will need to follow the instructions below on submitting the Request by searching for the task via the search bar.

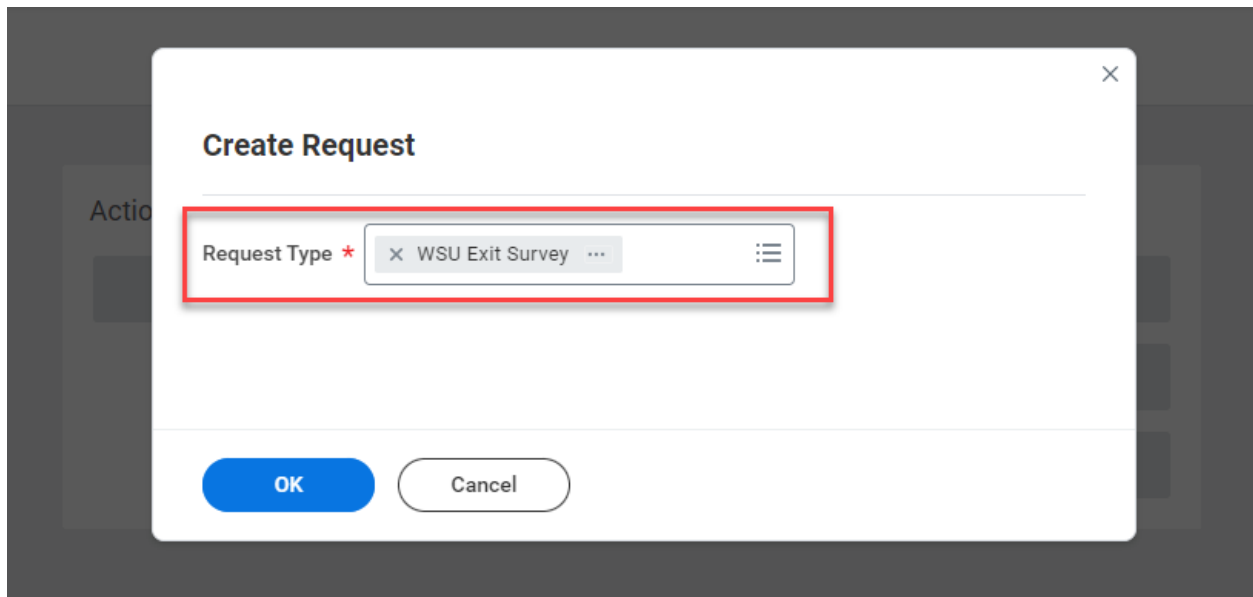


2. Select **Create Request**.



3. In the **Request Type** box, type in "Exit" and press Enter to find the WSU Exit Survey request type.

4. Select **OK** to view the request.

A screenshot of a 'Create Request' dialog box. The dialog has a title bar with a close button (X) in the top right corner. Below the title, there is a label 'Request Type' followed by a red asterisk. To the right of the label is a dropdown menu showing 'WSU Exit Survey' with a close button (X) on the left and a menu icon (three horizontal lines) on the right. The dropdown is highlighted with a red rectangular border. At the bottom of the dialog, there are two buttons: a blue 'OK' button and a white 'Cancel' button with a grey border.

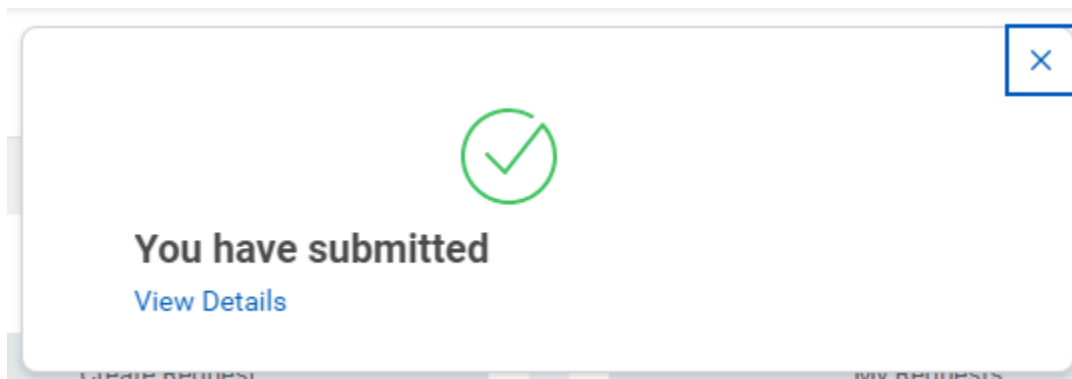
5. Complete the Survey.

**Notes:**

- Please do not enter information in the Comment section below.
- If you have an Attachments section, please do not upload an attachment.
- If your responses have changed, you can submit a new Survey by repeating steps 1-6.

6. Select the **Submit** button at the bottom of the Survey.

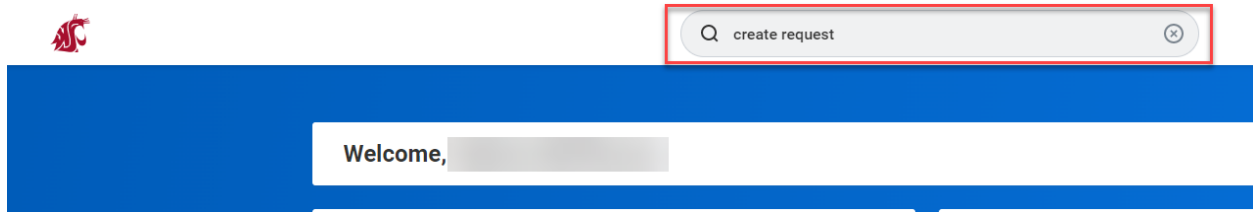
7. You will see a confirmation box appear when you have successfully submitted your verification.



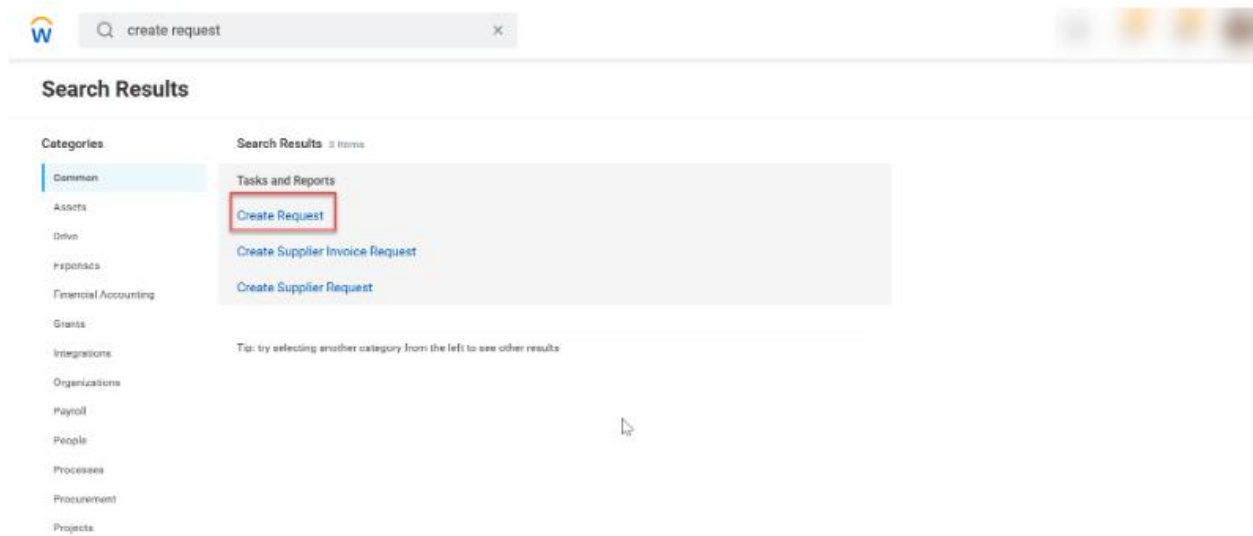
8. You can review your submitted responses any time by selecting **My Requests** from the **Requests** application on your Workday Home page. Alternatively, you can view your submitted Request in your Inbox Archives.

**Via the search bar:**

1. From your Workday home page, locate the search bar at the top of your screen and search **Create Request**

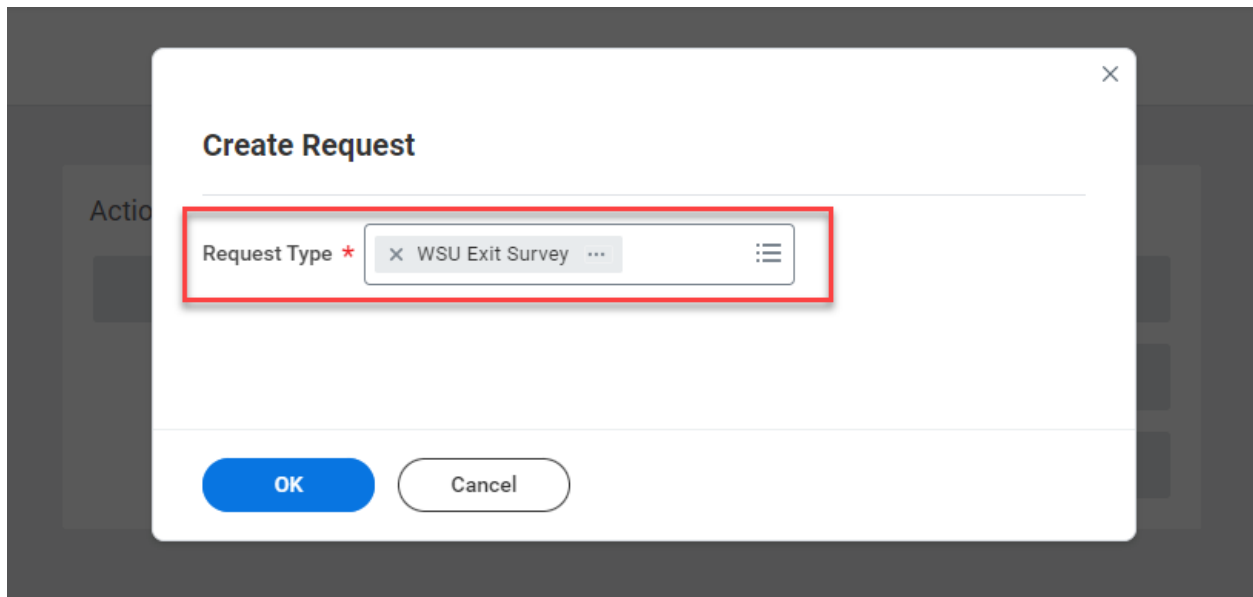


2. Select the **Create Request** hyperlink from the search results.



3. In the **Request Type** box, type in "Exit" and press Enter to find the WSU Exit Survey request type.

4. Select **OK** to view the request.

A screenshot of a 'Create Request' dialog box. The dialog has a title bar with a close button (X) in the top right corner. Below the title, there is a section labeled 'Request Type' with a red asterisk indicating it is required. To the right of this label is a dropdown menu showing 'WSU Exit Survey' with a close button (X) on the left and a menu icon (three horizontal lines) on the right. The dropdown is highlighted with a red rectangular border. At the bottom of the dialog, there are two buttons: a blue 'OK' button and a white 'Cancel' button with a grey border.

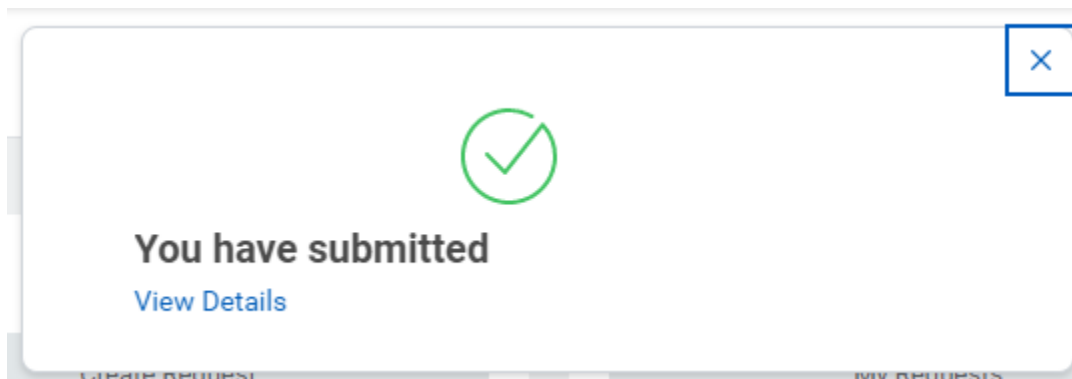
5. Complete the Survey.

**Notes:**

- Please do not enter information in the Comment section below.
- If you have an Attachments section, please do not upload an attachment.
- If your responses have changed, you can submit a new Survey by repeating steps 1-6.

6. Select the **Submit** button at the bottom of the Survey.

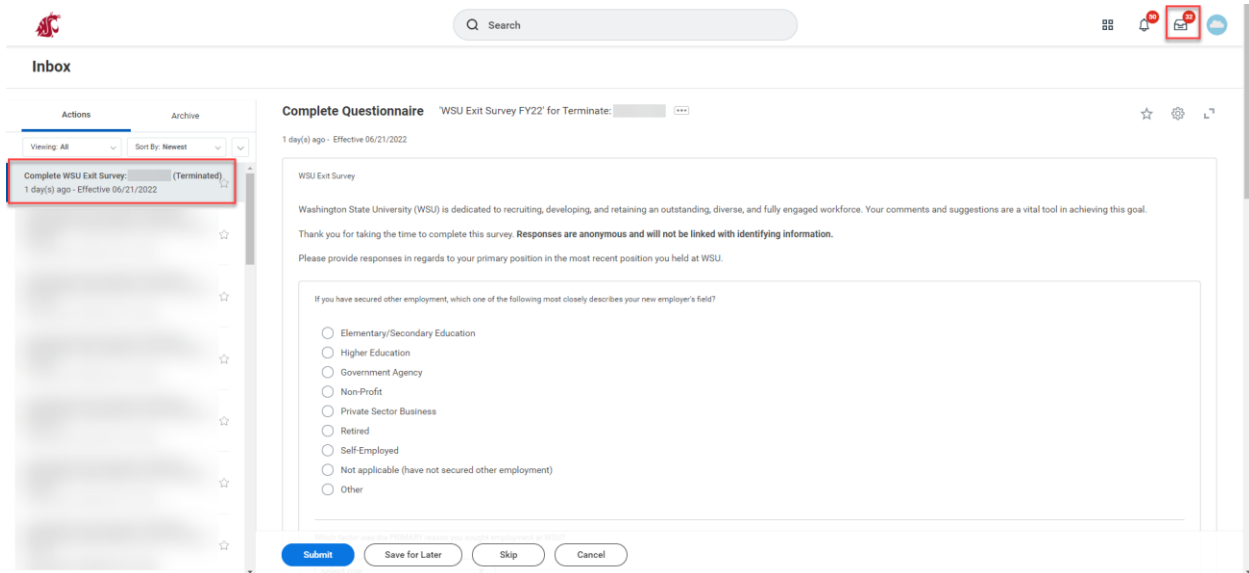
7. You will see a confirmation box appear when you have successfully submitted your verification.



8. You can review your submitted responses any time by selecting **My Requests** from the **Requests** application on your Workday Home page. Alternatively, you can view your submitted Request in your Inbox Archives.

**Via the Termination process:**

1. When your department has processed your termination in Workday, you will receive the Survey in your Workday Inbox

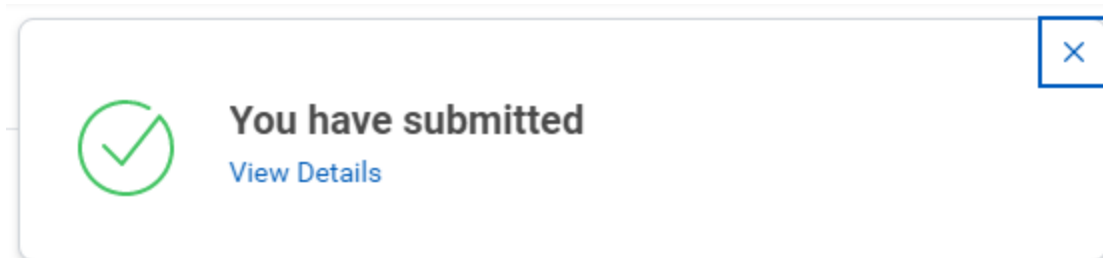


The screenshot shows the Workday user interface. At the top, there is a search bar and a notification icon. Below the header, the 'Inbox' section is visible. On the left, a list of tasks is shown, with 'Complete WSU Exit Survey' (Terminated) highlighted by a red box. The main content area displays the survey details. The title is 'Complete Questionnaire' for 'WSU Exit Survey FY22' for a terminated employee. The survey text states that responses are anonymous and will not be linked with identifying information. It asks the user to provide responses regarding their primary position in their most recent position at WSU. A list of employment options is provided, including Elementary/Secondary Education, Higher Education, Government Agency, Non-Profit, Private Sector Business, Retired, Self-Employed, Not applicable (have not secured other employment), and Other. At the bottom, there are buttons for 'Submit', 'Save for Later', 'Skip', and 'Cancel'.

2. Complete the Survey.

3. Select the **Submit** button at the bottom of the Survey.

4. You will see a confirmation box appear when you have successfully submitted your verification.



The screenshot shows a confirmation box with a green checkmark icon on the left. To the right of the icon, the text 'You have submitted' is displayed in a bold font, followed by a blue link labeled 'View Details'. In the top right corner of the box, there is a blue 'X' icon to close the notification.

5. You can review your submitted responses any time from your Inbox Archives.

#### Notes:

- If your responses have changed, you can submit a new Survey by repeating steps 1-6.
- If you do not wish to complete the Survey, you can skip by clicking the gear icon on the top right corner of the task.

