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
- Terminee 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
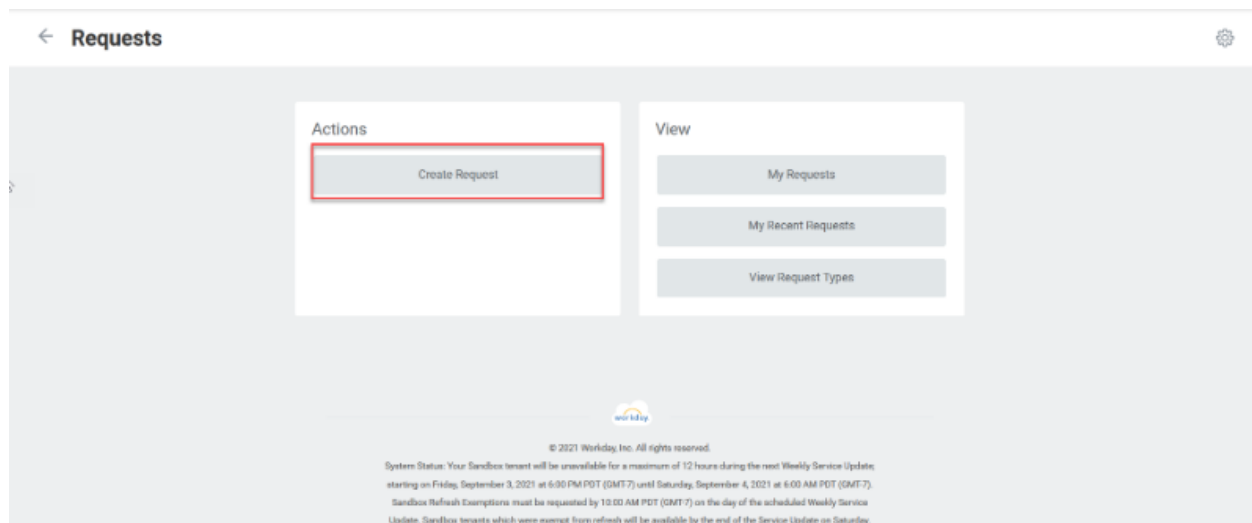
Step by step directions for both options are below.

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.
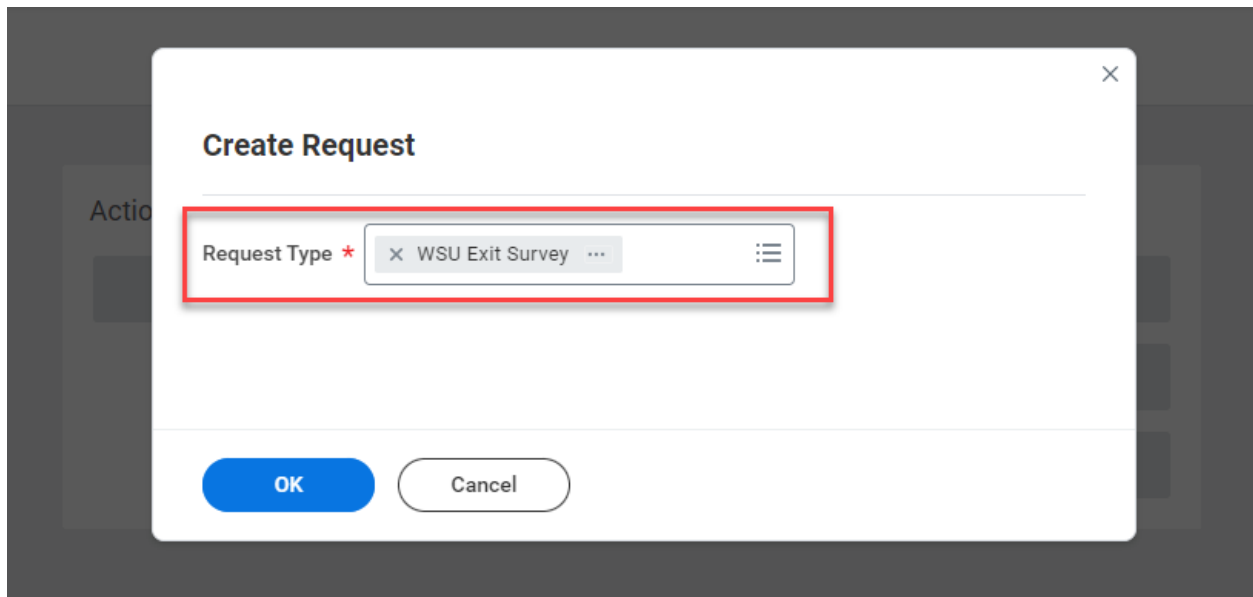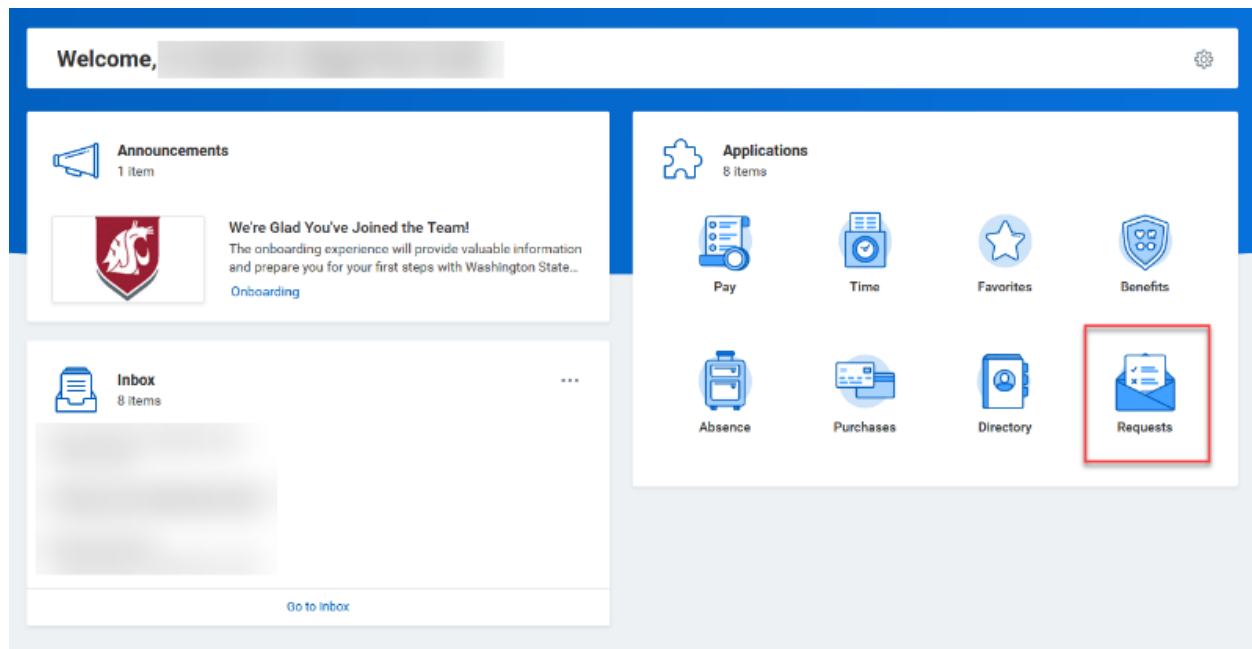
2. Select **Create Request**.

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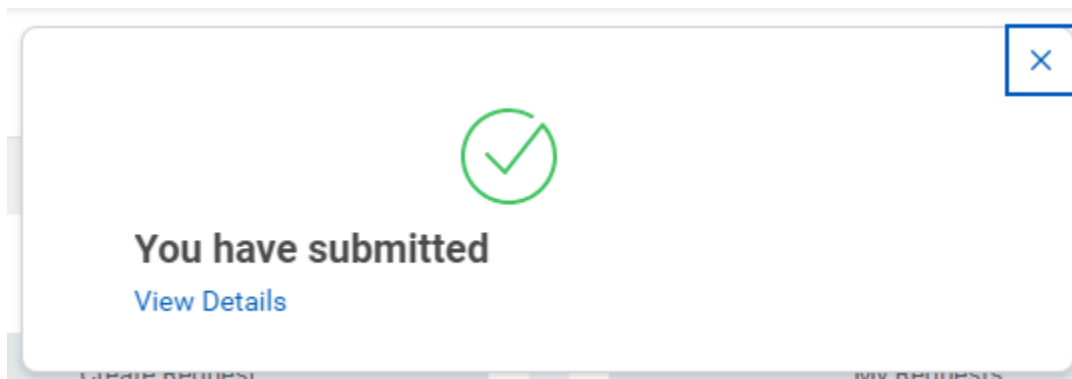
4. Select **OK** to view the request.

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.
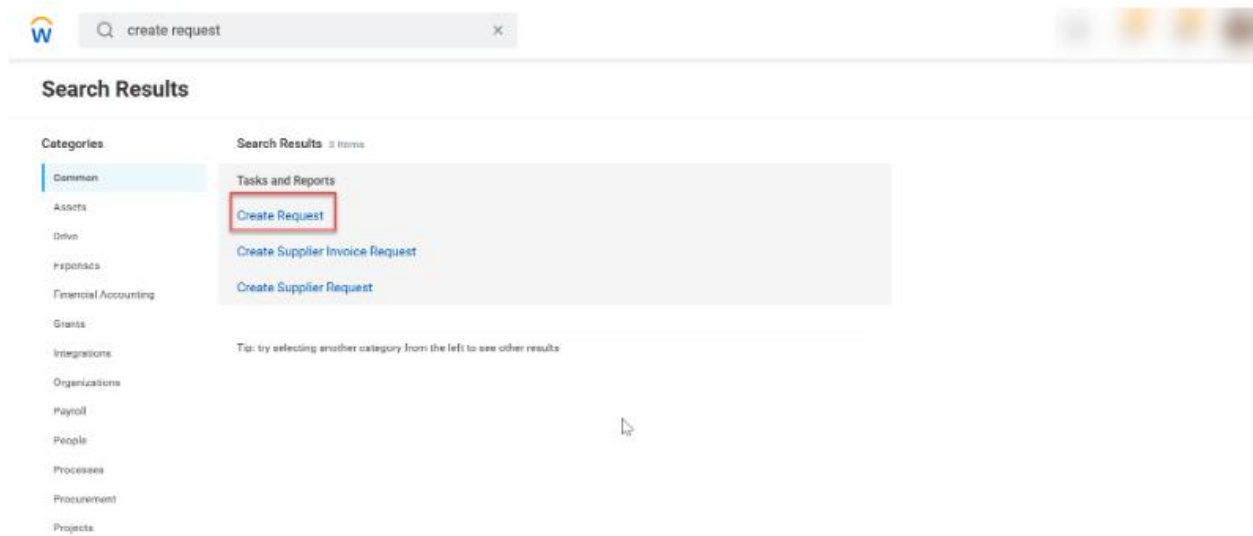

8. You can review your submitted responses any time by selecting **My Requests** from the **Requests** application on your Workday Home page. Alternatively, you can view your submitted Request in your Inbox Archives.

Via the search bar:

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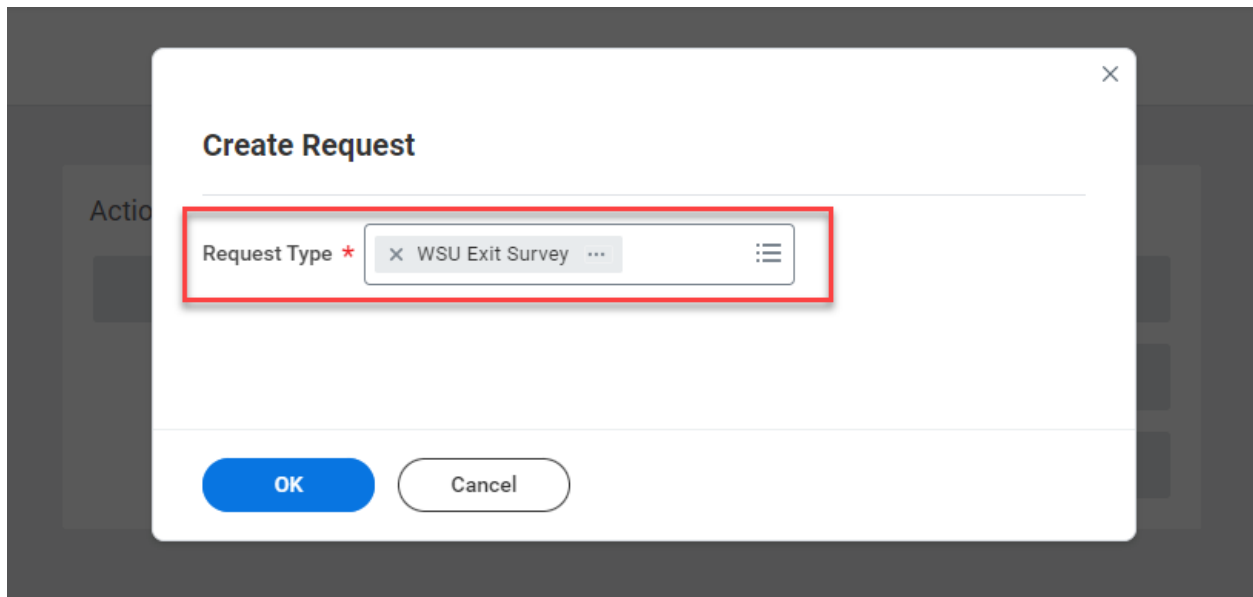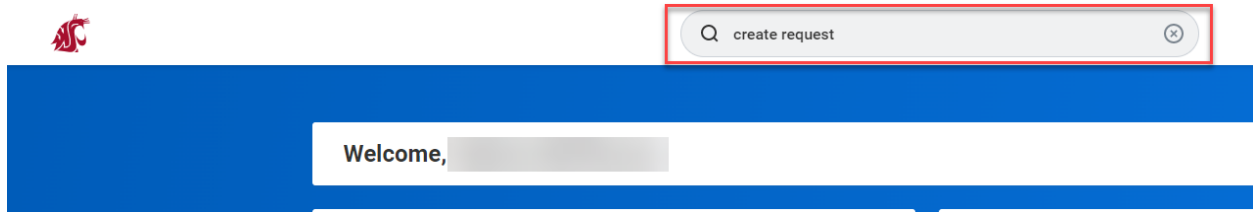

2. Select the **Create Request** hyperlink from the search results.

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

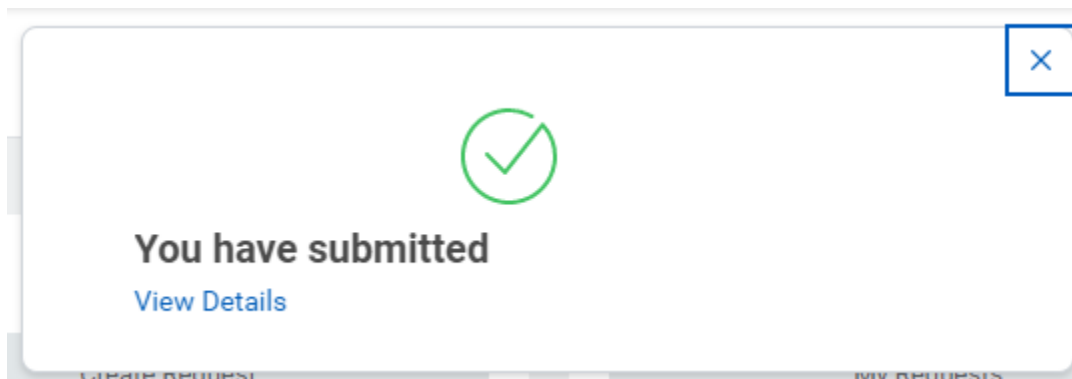4. Select **OK** to view the request.

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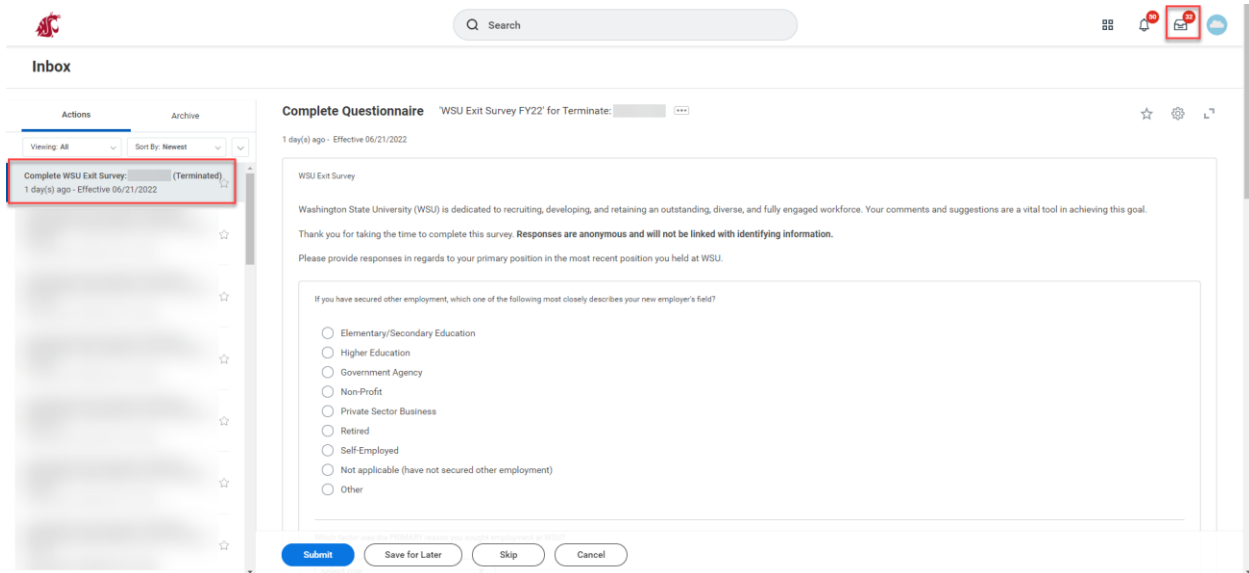6. Select the **Submit** button at the bottom of the Survey.

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
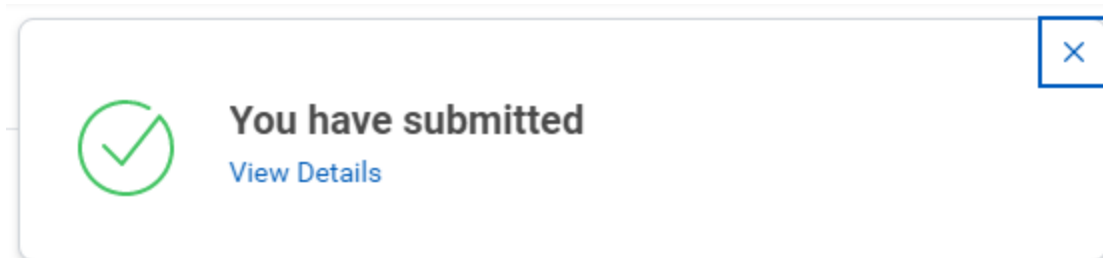

2. Complete the Survey.

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.

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.

Skip This Task