

**Texas Department of Criminal Justice**

**EMPLOYEE INSTRUCTIONS  
FOR THE STATE OF TEXAS EMPLOYEE EXIT SURVEY**

(For an employee who elects to complete the survey at a location outside the TDCJ or who is completing the survey from the employee's desk inside the TDCJ.)

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1. Your human resources representative has provided you with a copy of the SAO webpage that includes your Unique ID number to access the survey. **The Unique ID is only valid for 30 days. Once you use the Unique ID, it is no longer valid. You can only use the Unique ID one time.**
2. The website address to access the survey is: <https://www.sao.texas.gov/apps/exit>
3. A screen entitled "Texas State Auditor's Office, State of Texas Employee Exit Survey" displays.
4. Read the information on the screen.
5. Type in your Unique ID in the place indicated near the bottom of the screen.
6. Click on the "Take Survey" button.
7. Follow the step-by-step instructions on the survey.