Exit Interview Questionnaire

Please take a few moments to complete this form. Your responding is voluntary, and very much appreciated. Please accept our best wishes for success in your future endeavors.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Termination Date:</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Supervisor:</td>
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**Reason for Leaving:** (What prompted you to seek alternative employment?)

- Better Job Opportunity
- Conflict with Supervisor
- Lack of Recognition
- Different Type of Work
- Rate of Pay/Compensation
- Working Conditions
- Company Culture
- No Career Advancement
- Retirement:
- Other

**Rate your supervisor on the following:** (using a scale of 1 to 5, with 5 being the highest)

- Followed Policies and Practices
- Treated Employees Fairly
- Provided Recognition on the job
- Effectively Resolved Complaints & Problems
- Encouraged and Listened to Suggestions
- Encouraged Job Training
- Comments:

**Rate how you feel about your rate of pay and the employee benefits provided.** (using a scale of 1 to 5, with 5 being the highest)

- Rate of Pay for Your Position
- Paid Holidays
- Paid Vacation Days
- Retirement Plan
- Medical/Dental Plan
- Paid Sick Leave Plan
- Comments:

**How would you rate the following in relation to your job?** (using a scale of 1 to 5, with 5 being the highest)

- Communication within Your Department
- Communication within the Institution
- Communication with Your Manager
- Cooperation within Your Department
- Training You Received
- Opportunity for Advancement
- Comments:

**What do you think of the following in your department?** (using a scale of 1 to 5, with 5 being the highest)

- Teamwork in Your Department
- Cooperation with other Departments
- Communications
- Working Conditions
- Work Schedule
- Quality of Supervision
- Comments
<table>
<thead>
<tr>
<th>Please Answer the Following:</th>
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<tbody>
<tr>
<td>Could your Supervisor have done a better job? _____ Yes _____ No</td>
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<tr>
<td>If yes, please explain:</td>
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<tr>
<td>Your workload was usually: _____ Too Great _____About Right _____Too Light</td>
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<td>Comments:</td>
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<td>How frequently did you have discussions with your manager about your career goals?</td>
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<td>What did you like most about your position?</td>
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<tr>
<td>What did you like least about your position?</td>
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<tr>
<td>Before deciding to leave, did you check into options that would enable you to stay? _____Y _____N</td>
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<td>If yes, describe:</td>
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<td>Additional comments about your job, department, or the Institution:</td>
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<tr>
<td>Would you recommend the Institution to a friend as a place to work? _____Y _____N</td>
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<td>If no, please explain:</td>
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</table>

Employee Signature:  
Date:  
Reviewer Signature:  
Date: