

## EXIT INTERVIEW QUESTIONNAIRE

As you leave the University, you have a unique perspective on the strengths and weaknesses of our organization. The information you furnish is confidential and will be used in summary form as a means to identify patterns or trends in the work environment at the University. Your honesty is greatly appreciated, and your opinions are highly valued. If there is a particular item to which you do not feel comfortable responding, leave it blank and go on to the next. Thank you for your time and effort.

1. Please rank the top five reasons that led to your decision to leave the University. Place a "1" in front of the item that is most important, a "2" in front of the next most important, and so on. Do not use any number more than once. If there are fewer than five reasons, rank just those reasons.

higher salary

non-competitive benefits

career advancement/change

transportation problems

lack of child care

dissatisfaction with supervision

received an employment offer without actively seeking another job

lack of job security

dissatisfied with organizational culture

dissatisfied with hours

dissatisfied with job

unresolved complaint

retirement

Other/Comments:

2. Please rank the top five items listed below in their order of importance to you. Place a "1" in front of the item that is most important to you, a "2" in front of the next most important, and so on. Do not use any number more than once.

having a good boss

good salary

good benefits

opportunities to grow and learn professionally

a flexible working environment

recognition for skills and accomplishments

good relationships with co-workers

working with up-to-date technology

Other/Comments:

3. In this section, please assess supervision in your Division/Department.

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Provided feedback on my performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated me with respect and courtesy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Led by example.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helped me solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was available when I needed help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed policies and practices and applied them fairly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided positive feedback and recognition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved complaints and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represented the position accurately when interviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training opportunities were available inside the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training opportunities were available outside the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. In this section, please assess your working conditions.

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
My physical work area was appropriate for the work that I did.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I had adequate materials to do my work (tools, computer, phones, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My work schedule was convenient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime demands were reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with customers (patients, students, faculty, other staff members).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office atmosphere and morale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate guidance in resolving work-related or personal problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. Would you recommend the University to a friend as a good place to work? Yes  No

6. Before making your decision to leave, did you investigate the possibility of a transfer? Yes  No

7. If you left for another position, are the job duties in your new position different? Same duties  Different duties

8. What did you like best about working at the University?

9. What did you like least about working at the University?

