



Human Resources – 388-6108

Exit Interview Questionnaire

Union would appreciate your taking the time to answer the following questions. Your responses will not become part of your personnel file and in no way affect your future re-employment possibilities with Union College. Please attach additional sheets if necessary.

We believe that your information is of vital importance and will assist us in improving working conditions and influencing future practices. Thank you for your cooperation.

Name: _____ Employment Date: _____

Supervisor: _____ Termination Date: _____

Department: _____ Job Title: _____

Level: Faculty Administration Staff

REASON FOR LEAVING

Please check the reason for leaving your current position:

___ Promotion ___ Retirement ___ Resignation ___ Demotion

___ Transfer ___ Layoff ___ Involuntary Termination (Skip to Job Specifics)

What prompted you to seek other employment (Check all that apply)?

- | | | |
|----------------------------|----------------------------|--------------------------|
| ___ Type of work | ___ Quality of supervision | ___ Salary/pay rate |
| ___ Work conditions | ___ Lack of recognition | ___ Lack of advancement |
| ___ Workload | ___ Job dissatisfaction | ___ Returned to school |
| ___ Better benefits | ___ Health reasons | ___ Family circumstances |
| ___ Career opportunity | ___ Commuting distance | ___ Moved away |
| ___ Other (Please specify) | | |

JOB SPECIFICS

Did you receive a job description when you were interviewed? Yes No

Did you receive a job description when you first started work? Yes No

Were job duties fully and correctly explained to you? Yes No

Was your workload usually?

___ Too great ___ Varied, but satisfactory ___ About right ___ Too light

Comments:

JOB SATISFACTION

How would you rate the following in relation to your job?

Item	Excellent	Good	Fair	Poor	Comments
Your job satisfaction					
Satisfaction with your work environment					
Co-workers performance					
Employees treated each other courteously and with respect regardless of position					
Cooperation within your department					
Cooperation with other departments					
Communication within your department					
Communication within the College as a whole					
Effective process for discussing concerns or making suggestions					
Resources, equipment and information needed to do my job					
Amount of training available to you					
Training you received					
Potential for career growth and advancement					

SUPERVISION

What did you think of your supervisor?

Item	Excellent	Good	Fair	Poor	Comments
Overall satisfaction with Supervisor					
Technically competent					
Management skills					
Communication skills					
Clarity of instructions					
Accessible and approachable					
Demonstrated fair and equal treatment					
Quality of performance related feedback					
Quantity of performance related feedback					
Provided recognition on the job					
Developed cooperation and team work					
Encouraged/listened to suggestions					
Handling of complaints/problems					
Followed policies and practices					
Work hours, salary, benefits and policies were clearly explained					

SALARY AND BENEFITS

How did you feel about your salary and the employee benefits provided by Union College?

Item	Excellent	Good	Fair	Poor	Comments
Salary					
Flexible Benefit Plan					
Medical Insurance					
Dental Insurance					
Vision Insurance					
Life Insurance					
Disability Insurance					
Spouse/Dependent Care Insurance					
Auto, Home, Renters and Other Personal Insurance					
Retirement Plan					
Tuition Waiver and Children's Scholarship Program					
Vacation Time					
Holidays					
Sick Leave					
Ability to balance work/life needs					
Parking					

Are there any other benefits you feel should have been offered?

_____ Yes (Please specify) _____
 _____ No

Any other comments on salary or benefits? _____

GENERAL

What did you like most about your job and/or Union College?

What did you like least about your job and/or Union College?

If you could change one thing about your job, what would it have been?

If applicable, what does your new job offer that your job at Union College did not?

If you are leaving Union College to accept another position, how does your new position compare with your job here? _____

If you are leaving voluntarily, under what conditions would you have stayed at Union?

Would you recommend working at Union College to a friend?

Yes, without reservations Yes, with reservations No

Additional comments about your job or Union College:

Would you like to have a formal “Exit Interview” with the Director of Human Resources?

Yes No

Thank you for taking the time to complete this questionnaire!

- **Please note that prior to your actual termination date from Union College you must return keys, uniforms, radios, ID cards (retirees excluded), or anything else that is the property of Union College.**
- **All computer loans must be re-paid prior to terminating from Union College.**
- **Benefits cease at the end of the month in which you are terminating. Human Resources will send you a letter informing you of your rights for the continuation of benefits under COBRA or as a Union College retiree.**