

CONFIDENTIAL
EMPLOYEE EXIT INTERVIEW FORM

Date: _____

Name: _____ Security Social Number: _____

Location/Department: _____ Supervisor: _____

Hire Date: _____ Termination Date: _____

Starting Position: _____ Ending Position: _____

Starting Salary: _____ Ending Salary: _____

PART I: REASONS FOR LEAVING

More than one reason may be given if appropriate; if so, circle primary reason.

• **RESIGNATION**

- | | |
|---------------------------------------|---|
| _____ Took another position | _____ Dissatisfaction with salary |
| _____ Pregnancy/home/family needs | _____ Dissatisfaction with type of work |
| _____ Poor health/physical disability | _____ Dissatisfaction with supervisor |
| _____ Relocation to another city | _____ Dissatisfaction with co-workers |
| _____ Travel difficulties | _____ Dissatisfaction with working conditions |
| _____ To attend school | _____ Dissatisfaction with benefits |
| _____ Other (specify) _____ | |

• **LAI D OFF**

- _____ Lack of work
_____ Abolition of position
_____ Lack of funds
_____ Other (specify) _____

RETIREMENT

- _____ Voluntary retirement
_____ Disability retirement
_____ Regular retirement

Plans After Leaving

PART II: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

We are interested in what our employees have to say about their work experience with the University. Please complete this form.

1. What did you like most about your job?

2. What did you like least about your job?

3. How did you feel about the pay and benefits?

- Rate of pay for your job
- Paid holidays
- Paid vacations
- Retirement plan
- Medical coverage for self
- Medical coverage for dependents
- Life insurance
- Sick leave

Excellent	Good	Fair	Poor

4. How did you feel about the following:

- Opportunity to use your abilities
- Recognition for the work you did
- Training you received
- Your supervisor's management methods
- The opportunity to talk with your supervisor
- The information you received on policies, programs, projects and problems
- The information you received on departmental structure
- Promotion policies and practices
- Discipline policies and practices
- Job transfer policies and practices
- Overtime policies and practices
- Performance review policies and practices
- Physical working conditions

Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied

COMMENTS:

5. a) If you are taking another job, what kind of work will you be doing?

b) What has your new place of employment offered you that is more attractive than your present job?

6. Could the University have made any improvements that might have influenced you to stay on the job?

Other remarks (optional):

Employee's Signature

Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

() Discussed with employee

() Right to file for unemployment benefits

() Conversion of benefits

() If retiring, state option for payment of unused leave _____

Interviewer's Signature

Date