EXIT INTERVIEW SURVEY

<u>Instructions</u>: The exit interview is an opportunity to obtain valuable information about perceptions, frustrations and areas in need of improvement. The Exit Interview Survey is designed to gather information in a consistent, non-threatening manner. Although written in survey format, each department is encouraged to identify a neutral third party to meet one on one with the employee and gather information orally. The exit interview is voluntary but strongly encouraged.

After the information is gathere,d the department should complete the lower section of the form and submit it to the appropriate department official (e.g. assistant dean, department chair, department director). The form does not require a name and does not become part of any personnel file. The focus is not on "who said what" rather to assist in identifying factors which contribute to dissatisfaction and turnover.

1. Describe the circumstances that have lead you to resign or separate:

_____

_____

_____

_____

_____

2. Mark any of the following that are <u>reason(s)</u> for your resignation or separation:
Check mark all that apply

O Supervisor	O Work hours	O Job security
O Stress	O Staffing level	O Grade of position
O Benefits	O Overtime requirements	O Lack of information
O Pay	O Potential layoff	O Training and development
O Job responsibility	O Equipment and supplies	O Co-workers
O Promotional opportunities	O Management above supervisor	O Physical working conditions

3. If "Supervisor" or "Management above supervisor" is check marked above, complete the following questions:

How well does your supervisor or management above supervisor…	Supervisor		Above	
	Ineffective	Effective	Ineffective	Effective
A. Recognize problems needing improvement	O	O	O	O
B. Understand employees' skills, abilities and commitment	O	O	O	O
C. Organize and coordinate department activities to solve problems	O	O	O	O
D. Recognize the department's role in addressing University needs	O	O	O	O
E. Select plans to address the cause of problems	O	O	O	O
F. Recognize and act on opportunities to solve problems	O	O	O	O
G. Maintain an environment of open communication	O	O	O	O

H. Clearly communicate the purpose of plans or projects	O	O	O	O
I. Establish an environment of open communication	O	O	O	O
J. Clearly communicate the purpose of plans or projects	O	O	O	O
K. Understand and accommodate your needs	O	O	O	O

4. If "Benefits" is check marked (in #2 above), mark the specific benefits:

O Holidays   O Health insurance options   O Dental plan options
O Vacation days   O Retirement contribution   O Dental plan costs
O Sick leave   O Retirement fund options   O Long term disability
O Health insurance costs   O Life insurance

5. List the reasons you check marked (in #2 above) and provide a reason for your dissatisfaction:

Reason   Reason for Dissatisfaction

_____   _____

_____   _____

_____   _____

Use reverse for additional space

6. List the reasons you check marked (in #2 above) and provide a recommendation to solve the problem:

Reason   Recommendation

_____   _____

_____   _____

_____   _____

Use reverse for additional space

7. If you had the opportunity to return to employment in your department in the future what are the top three (3) things that will need to change.

_____

_____

8. Please make any additional comments:

_____

_____

To be completed by Department:

Department Name:	Position Title:
Length of University Service:	Length of Department Service:
Supervisors Name:	

Employee Name: _____

UK ID: _____

Department: _____

Phone Number: _____

Check List of Services and Security:

	Yes	No

Business Office/Administrative Staff:

Keys Returned: 0   0

Specify Phone Access changes required: _____

_____

Technical Support Office:

Electronic Home Equipment Returned: 0   0

Security Revoked: 0   0

(When) Account disable date: _____

(What) Electronic Security Revoked: _____

_____

(HRS/FRS, Beta 93, client/server software, shared file server, etc.)

If the employee has files on their office computer or shared file server, who should receive access to these files? _____