

## EXIT INTERVIEW QUESTIONNAIRE

### **Introduction**

Please help us make Clayton State University a better place to work by completing the following questionnaire. Your honest and open responses are important to us. Once completed, the information from the questionnaire will be confidentially reviewed in Human Resources and will not be entered into your personnel file. The data obtained will be used to identify trends, recognize areas exceeding expectations and provide feedback to improve the work culture. It will also serve to enable us in developing policies and practices that reflect the needs of our employees. Your signature on the form is optional. Your responses **will not** affect future references or prospects for reemployment. Please contact the Office of Human Resources if you would like to schedule an optional personal exit interview.

### **Completing This Form**

Please complete this form by printing using black ink. For each section, please check the box that most clearly represents your position. Once completed, please send this questionnaire to the Office of Human Resources

Name: \_\_\_\_\_ Division/Department: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Employee ID \_\_\_\_\_

Position Title: \_\_\_\_\_ Name of Manager/Supervisor: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Date of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Length of Service: \_\_\_\_\_

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#### **I. REASON FOR LEAVING CSU (Please check all that apply)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Career development    | <input type="checkbox"/> Military service              | <input type="checkbox"/> Marriage, divorce, death in family |
| <input type="checkbox"/> Working conditions    | <input type="checkbox"/> Location (traveling distance) | <input type="checkbox"/> Return to school                   |
| <input type="checkbox"/> Difficult co-workers  | <input type="checkbox"/> Compensation                  | <input type="checkbox"/> Retirement                         |
| <input type="checkbox"/> Personal health       | <input type="checkbox"/> Supervision                   | <input type="checkbox"/> Job security                       |
| <input type="checkbox"/> Relocation            | <input type="checkbox"/> Maternity                     | <input type="checkbox"/> Job eliminated                     |
| <input type="checkbox"/> Other (explain below) |  |   |

Briefly explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**II. WORK AND WORK ENVIRONMENT (Please rate the following factors.)**

	<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Neutral</u>	<u>Agree</u>	<u>Strongly Agree</u>
<b><i>In my current work environment::</i></b>					
I found my work challenging	O	O	O	O	O
I made a difference	O	O	O	O	O
I had a fair workload	O	O	O	O	O
I had the tools needed to do good work	O	O	O	O	O
Different opinions were valued	O	O	O	O	O

**Comments:**

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**III. LEARNING AND DEVELOPMENT (Please rate the following factors.)**

	<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Neutral</u>	<u>Agree</u>	<u>Strongly Agree</u>
<b><i>Opportunities for learning and development::</i></b>					
Within my department were adequate	O	O	O	O	O
Provided me with the potential for career growth	O	O	O	O	O
Contributed to opportunities for advancement	O	O	O	O	O

**Comments:**

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**IV. SUPERVISION (How would you rate your supervisor on the following?)**

	<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Neutral</u>	<u>Agree</u>	<u>Strongly Agree</u>
<b><i>My supervisor consistently:</i></b>					
Followed policies and procedures	○	○	○	○	○
Treated me fairly and consistently	○	○	○	○	○
Provided me with recognition and praise	○	○	○	○	○
Developed cooperation among staff	○	○	○	○	○
Facilitated my career development	○	○	○	○	○
Encouraged my suggestions	○	○	○	○	○
Resolved my complaints and issues	○	○	○	○	○
I witnessed or saw evidence of non-compliance to rules, regulations, laws or policies and procedures in the workplace.	○	○	○	○	○
I was provided with adequate guidance to properly do my job in regard to following the rules, regulations, laws, policies and procedures, etc? (i.e. training, orientation, in-service, etc.)	○	○	○	○	○

***\*\*Comments for the last two questions:***

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***Comments:***

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V. REWARDS (Please rate the following components of your compensation.)

	<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Neutral</u>	<u>Agree</u>	<u>Strongly Agree</u>
My base salary was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My annual increases were sufficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The benefits package met my needs (medical, dental, retirement, education, vacation/sick, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The reward system met my needs (pay, recognition, promotions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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VI. SUMMARY (please complete the following)

What did you like *most* about working at CSU?

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What work-related issues, areas, policies or benefits would you like to see improved?

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Would you consider re-employment at the CSU? Why or why not?

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Would you recommend CSU employment to others?

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What changes would be required to attract you back to CSU?

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Would you like a follow up call or interview from OHR&S?     Yes     No

Employee Signature: \_\_\_\_\_

Exit Interviewer Signature: \_\_\_\_\_