Office of Human Resources
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EXIT INTERVIEW QUESTIONNAIRE

NAME:_____ DATE:_____

JOB TITLE:_____ SUPERVISOR:_____

SHIFT WORKED:_____ LENGTH OF EMPLOYMENT:_____

1. Why did you initially decide to work at Washington College?_____

_____

_____

2. What is your reason for leaving now? (check all that apply)

- ☐ Other Employment
- ☐ To Attend School
- ☐ Illness
- ☐ No Child Care
- ☐ Hours of Work
- ☐ Wages
- ☐ Weekend Requirement
- ☐ Commuting Distance
- ☐ Job Not Challenging Enough
- ☐ Moving Out of Area
- ☐ Working Conditions
- ☐ Supervisor
- ☐ Co-workers
- ☐ Benefits (specify)
- ☐ Parking Facilities
- ☐ Personal
- ☐ Security
- ☐ Other (specify)_____

Comments:_____

_____

3. Prior to leaving, did you pursue a transfer to another department? ☐ Yes ☐ No

4. If applicable, what does the new job offer that your job here at Washington Colleges does not?

_____

_____

5. Could anything have been done to prevent your leaving Washington College? Please Comment:

_____

_____

_____

6. Please rate the following:

	Excellent	Good	Fair	Poor	N/A
Rate of Pay	☐	☐	☐	☐	☐
Merit Increase Policy	☐	☐	☐	☐	☐
Number of Holidays	☐	☐	☐	☐	☐
Amount of Vacation Time	☐	☐	☐	☐	☐
Pension/Retirement Plan	☐	☐	☐	☐	☐
Tuition Reimbursement	☐	☐	☐	☐	☐
Health Insurance	☐	☐	☐	☐	☐
Life Insurance	☐	☐	☐	☐	☐
Tax Deferred Annuity	☐	☐	☐	☐	☐
Paid Sick Leave	☐	☐	☐	☐	☐
Vision Care	☐	☐	☐	☐	☐
Dental Insurance	☐	☐	☐	☐	☐
Parking Facilities	☐	☐	☐	☐	☐
Employee Activities	☐	☐	☐	☐	☐
Security	☐	☐	☐	☐	☐
Group Disability Program	☐	☐	☐	☐	☐
Safety Program	☐	☐	☐	☐	☐

7. Please rate the following about your department:

	Excellent	Good	Fair	Poor	N/A
Working Conditions	☐	☐	☐	☐	☐
Staffing	☐	☐	☐	☐	☐
Equipment	☐	☐	☐	☐	☐
Employee Morale	☐	☐	☐	☐	☐
Opportunity for Advancement	☐	☐	☐	☐	☐
Cooperation Among the Staff	☐	☐	☐	☐	☐
Cooperation Between Other Departments	☐	☐	☐	☐	☐

8. Please rate the following about your supervisor:

	Excellent	Good	Fair	Poor	N/A
Ability to Communicate to Staff	☐	☐	☐	☐	☐
Ability to Make Fair Decisions	☐	☐	☐	☐	☐
Ability to Explain New Procedures	☐	☐	☐	☐	☐
Fairness in Scheduling	☐	☐	☐	☐	☐
Fairness in Work Assignments	☐	☐	☐	☐	☐
Ability to Admit Mistakes	☐	☐	☐	☐	☐
Recognize Individual Performance	☐	☐	☐	☐	☐
Follow Policy & Procedures	☐	☐	☐	☐	☐
Resolve Complaints	☐	☐	☐	☐	☐
Availability to Staff	☐	☐	☐	☐	☐
Overall Performance as a Supervisor	☐	☐	☐	☐	☐

9. What did you like most about working for Washington College?_____

_____

_____

10. What did you like least about working for Washington College?_____

_____

_____

11. Would you recommend Washington College to your friends for employment? ☐Yes ☐No

Why?_____

_____

_____

12. Do you have any suggestions that you feel would make Washington College a better place to work?

_____

_____

Thank you for completing this form.

May we share this information with your supervisor? ☐Yes ☐No