



SSC Student Employee Exit Interview

Who is filling out this form:

Department:

Date:

Exiting Employee Name:

Exiting Employee Empl ID:

Exit Date:

This section is to be completed by the exiting employee (if applicable)

Why are you leaving your position/unit?

Graduation (please go to question 3)

Other (Please Specify): _____

Are there circumstances that would have prevented your departure?

If yes, please explain:

Yes

No

What did you like most about your job?

What did you like least about your job?

Was your workload usually:

Too Heavy

About Right

Too Little

Was the work you were performing within the duties outlined in your job description?

Yes

No

Comments?

Would you recommend your unit to a friend as a good organization to work for?

- Most definitely
- With reservations
- No

What suggestions do you have to make your unit a better place to work?

Please rate your supervisor on the following points:

	Almost Always	Usually	Sometimes	Never
Was consistently fair				
Provided recognition				
Resolved complaints				
Was sensitive to employee needs				
Provided feedback on performance				
Was receptive to open communication				
Followed UWM/SSC policies				

How would you rate the following:

	Excellent	Good	Fair	Poor
Cooperation within your department				
Interdepartmental cooperation				
Personal job training				
Performance evaluations				
Rate of pay for your job				
Career development opportunities				
Physical working conditions				

IMPORTANT: MUST READ BEFORE FILLING OUT!

Directions: After the employee completes the first section of the exit interview, please answer the following questions privately; **do not complete this form in front of the exiting employee.** When finished, please submit the entire completed for to SSC Student HR via email.

How did your experience and interactions with this employee help you grow as a supervisor?

Did the employee have attendance or insubordination issues while working for your unit?

Yes

No

If yes, please explain:

How would you rate the overall job performance of this employee?

Poor

Below Average

Fair

Average

Above Average

Would you recommend that this employee be rehired with UWM?

Yes

No

Please explain your answer: