



### Exit Interview Questionnaire

Completed by: \_\_\_\_\_

We are sorry that you have decided to leave the College but wish you every success in your new endeavors. It would be helpful to us if you would take a few minutes to answer the following questions. Your candid assessments of the Institute working conditions will be utilized to retain highly productive employees as well as insuring the continued success of the College.

**GENERAL QUESTIONS**

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Length of Time at the College: \_\_\_\_\_ Manager: \_\_\_\_\_

Please rate the influence each of the factors below had on your decision to leave:

	No Influence		Moderately Influenced		Strongly Influenced
Better Job Opportunity	1	2	3	4	5
Dissatisfaction with Job	1	2	3	4	5
Compensation Programs	1	2	3	4	5
Challenge of Work	1	2	3	4	5
Organizational Culture	1	2	3	4	5
Management Style	1	2	3	4	5
Workload	1	2	3	4	5
Commute	1	2	3	4	5
Other (specify)	1	2	3	4	5

Please comment further on those items that most strongly influenced your decision to leave.

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

What are your plans after you leave the College? \_\_\_\_\_

\_\_\_\_\_

How did you find your new position? (e.g. you responded to an ad, representative contacted you, search firm contacted you, friend recommended, etc.) \_\_\_\_\_

\_\_\_\_\_

Please rate each of the factors below on **how important they are to you**, as well as **how satisfied you have been** with this aspect of your employment with the College.

	<b>Low</b>			<b>High</b>	
<b>Job Responsibilities</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5
<b>Opportunity for Professional Growth</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5
<b>Compensation Programs</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5
<b>Benefit Programs</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5
<b>Management/Leadership</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5
<b>Communication</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5
<b>Institute Policies</b>					
Importance	1	2	3	4	5
Satisfaction	1	2	3	4	5

### Exit Interview Questionnaire

What is your primary reason for leaving?

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Do you feel you were treated fairly by the College?

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Did your experiences at the College match your original expectations of the job?

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Do you believe management adequately recognizes employee contributions?

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Did you understand College policies and practices and the reasons for them? \_\_\_\_\_

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What internal training courses and/or resources did you take advantage of and which were most beneficial to your personal growth and development?

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How would you describe the College's working environment? In what ways did the environment contribute either to your satisfaction or dissatisfaction with the job?

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Comment on your manager's leadership and management style. In what ways did your manager contribute to your success and job satisfaction, or to your dissatisfaction?

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What was the best part of your job at the College?\_\_\_\_\_

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Do you have any suggestions for improving the College?

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Would you consider coming back to the College?\_\_\_\_\_

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Thank you for taking the time to share your thoughts with us.  
We will respect your privacy as we use the information you have provided.