

EXIT INTERVIEW QUESTIONNAIRE

Labor and Employee Relations

Introduction

Please help us make Temple 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 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 Labor/Employee Relations at (215) 926-2298 if you would like to schedule an optional personal exit interview.

Completing This Form *(for employee only)*

Please complete this form by printing using blue or black ink. For each section, please check the box that most clearly represents your position. Once completed, please return form directly to Human Resources. You can send or fax this questionnaire to Employee Relations at TASB (083-39), 1852 North 10th Street, Philadelphia, PA 19122. **Fax:** (215) 926 – 2299.

Name: _____ Date of Birth: ___/___/___ (Month, Day, Year)

Telephone: () _____ - _____ Gender: Male Female

Race: Check one): African American Asian Caucasian Hispanic Other

Department: _____ Position /Title: _____

Job Level: _____ Name of Manager/Supervisor: _____

Full Time: Part Time

Today's Date: ___/___/___ Last Date of Employment: ___/___/___

Date of Hire: ___/___/___ Total Length of Service: _____

I. REASON FOR LEAVING TEMPLE (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 (please explain below) | | |

Please 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>
<i>In my current work environment:</i>					
I found my work challenging	<input type="checkbox"/>				
I made a difference	<input type="checkbox"/>				
I had a fair workload	<input type="checkbox"/>				
I had the tools needed to do good work	<input type="checkbox"/>				
Different opinions were valued	<input type="checkbox"/>				
My work group worked as a team	<input type="checkbox"/>				
My department worked as a team	<input type="checkbox"/>				

Comments:

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>
<i>Opportunities for learning and development:</i>					
Were adequate within my department	<input type="checkbox"/>				
Provided me with the potential for career growth	<input type="checkbox"/>				
Contributed to opportunities for advancement	<input type="checkbox"/>				

Comments:

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>
<i>My supervisor consistently:</i>					
Followed policies and procedures	<input type="checkbox"/>				
Treated me fairly and consistently	<input type="checkbox"/>				
Provided me with recognition and praise	<input type="checkbox"/>				
Developed cooperation among staff	<input type="checkbox"/>				
Facilitated my career and development	<input type="checkbox"/>				
Encouraged my suggestions	<input type="checkbox"/>				
Resolved my complaints and issues	<input type="checkbox"/>				
Listened to my ideas	<input type="checkbox"/>				
Recognized my contributions	<input type="checkbox"/>				
I witnessed or saw evidence of non-compliance to rules, regulations, laws policies and procedures in the workplace	<input type="checkbox"/>				
				(Please explain below)	(Please explain below)
I was provided with adequate compliance guidance to properly do my job in regard to following rules, regulations, laws, policies, and procedures, etc? (i.e. training, orientation, in-service, etc.)	<input type="checkbox"/>				
	(Please explain below)	(Please explain below)			

Explanation:

Explanation:

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="checkbox"/>				
My annual increases were sufficient	<input type="checkbox"/>				
The benefits package met my needs (medical, dental, retirement, education, and vacation/PTO)	<input type="checkbox"/>				
Premium pay is adequate (shift, weekend option, call back, stand by)	<input type="checkbox"/>				
My contributions were rewarded fairly within the confines of the University's parameters.	<input type="checkbox"/>				
The reward system met my needs (pay, recognition, promotions)	<input type="checkbox"/>				

Comments:

VI. SUMMARY (Please complete the following)

What did you like most about working at Temple?

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

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

Would you recommend Temple employment to others?

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

Would you like a follow-up call? Yes No

Employee Signature: _____

Exit Interviewer Signature: _____
(Department of Human Resources Representative Only)

Exit Interviewer Name (Print): _____