



Exit Interview

Your opinion is important to us.

Name: _____ **Supervisor:** _____
(optional) *(optional)*

Department: _____ **Position:** _____
(optional) *(optional)*

1.	Why are you leaving the College?	Personal reason	Medical benefits	Quality of supervision	Work environment	Pay
2.	Please explain your reason(s) for leaving in more detail.					
3.	What suggestions for improvement do you have for us?					
4.	If we implemented those suggestions, would you return to work here?			Yes	No	
5.	Would you recommend this company to your friends as a good place to work?			Yes	No	
In this section, please rate the following statements:		Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree	
6.	I believe that I was treated like a valuable member of the College .	1	2	3	4	
7.	My immediate supervisor let me know when I was doing a good job.	1	2	3	4	
8.	I felt free to suggest to my supervisor changes that would improve my department.	1	2	3	4	
9.	My job duties and responsibilities were clearly defined.	1	2	3	4	
10.	I received the proper training in order to perform my job effectively.	1	2	3	4	

11.	Employee problems and complaints were resolved fairly and promptly in my department.	1	2	3	4
12.	If I had questions or concerns, I felt comfortable speaking with:				
	My immediate supervisor	1	2	3	4
	Upper management	1	2	3	4
	Human Resources	1	2	3	4
13.	I was kept well informed about the College, its policies and procedures, and other important information.	1	2	3	4
14.	Please rate the benefits that you received at the company (keeping in mind the benefits offered by other companies that you have worked for):				
	In this section, please rate the following items:	Excellent	Good	Fair	Poor
	Medical	1	2	3	4
	Dental	1	2	3	4
	Vision	1	2	3	4
	Paid time off	1	2	3	4
	Retirement plan	1	2	3	4
	Please list any additional benefits that you would have wanted the company to offer:				

Additional comments and suggestions are encouraged.