Employee Name ______
Date completed ______
Date of termination ______
Interviewer ______

EXIT INTERVIEW
(Interviewer’s Guide)

<table>
<thead>
<tr>
<th>Division/Dept. the departing employee worked in ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title ______               Years of Service ______</td>
</tr>
<tr>
<td>Status (PT/FT/TAR) ______</td>
</tr>
</tbody>
</table>

**Primary and Secondary Reason for Leaving**
- Relocation
- Lack of training
- Physical condition of workspace
- Hours/Schedule
- Attend School
- Lack of equipment needed
- Child Care
- Lack of feedback from supervisor
- Change in career
- Family circumstances
- Dissatisfied with wages
- Lack of advancement
- Relationship with co-worker
- Work load
- Benefits
- Relationship with supervisor
- Offered a promotion elsewhere
- Commute
- Poor treatment of patients
- Poor treatment of customers
- Job security
- End of appointment

If reason is dissatisfaction, did you attempt to solve the issue with supervisor? ______

Did you consider a transfer to another department? ______

Have you found work elsewhere? ______*(document where)______

Could anything have made you stay? ______

*Rank the next set of questions Strongly Agree/Agree/Disagree/Strongly Disagree

**Overall satisfaction with work**
- Overall, I was satisfied with my work experience SA □ A □ D □ SD □
- I was provided the necessary training SA □ A □ D □ SD □
- I was able to utilize my skills and abilities SA □ A □ D □ SD □
- I was provided the necessary tools and equipment SA □ A □ D □ SD □
- Career opportunities/advancement were made available SA □ A □ D □ SD □
The workload was fairly distributed
The workload was manageable
The schedule was set up fairly

**Salary & Benefits**

The salary was reasonable
The benefits offered were satisfactory

**Relationships**

Co-workers in the department got along very well
The supervision in the department was satisfactory
I was given clear expectations by my supervisor
I was able to offer suggestions
I received regular feedback

With respect to the responses above, did you want to elaborate on any of your answers about areas you were most or least satisfied with? 

Would you ever consider coming back to the University?  

What suggestions might you have to help make the University a better place to work?  