



## **University of Denver** **Transfer Employee Exit Interview**

### **Information for Supervisor:**

Thank you for your assistance in distributing and collecting exit interview information from those employees who are transferring within the University of Denver. The information collected is important for Human Resources to support and strengthen our university in its recruitment and retention efforts.

This exit interview questionnaire is to be completed by the departing employee preferably during their last week. It is strongly encouraged the employee schedules a face-to-face interview with a Human Resources representative. Otherwise, the employee may fill out the questionnaire and submit to Human Resources.

If you have any questions, please feel free to contact Human Resources at extension 1-3103.

### **Information for Employee:**

Thank you for taking the time to fill out this form. Your honest input and comments are very important to us, as an employer, so that we can assist in developing a positive work environment across the many departments of the university.

This form will be kept confidential and all information will only be used as an analytical means to assist Human Resources enterprise. Specific information will **not** be shared with your supervisor and/or department coworkers.

A face-to-face interview is strongly encouraged and may be scheduled by calling Human Resources at extension 1-3103. If you are unavailable, please complete as much of the survey as possible and return it to the Human Resources Department, Mary Reed Building, 4th floor.



## Transfer Exit Interview Form

Employee Name : \_\_\_\_\_ Date: \_\_\_\_\_

Previous Department: \_\_\_\_\_ Previous Position: \_\_\_\_\_

Length of Service: \_\_\_\_\_ Previous Supervisor: \_\_\_\_\_

New Position:

1. What is your gender identity?

☐ Female      ☐ Male      ☐ Other:

2. Please check all that apply:

☐ American Indian or Alaska Native
 ☐ Hispanic or Latino  
☐ Asian
 ☐ Native Hawaiian or Other Pacific Islander  
☐ African American or Black
 ☐ White or Caucasian

3. Please provide the most important reason(s) why you decided to leave your former position. If you are selecting multiple reasons, please rank them from 1=Most important, to 9=Least important reason.

- ☐ Pay
- ☐ Stress
- ☐ Excessive workload
- ☐ Better position: Utilizes my skills and abilities
- ☐ Dissatisfaction with supervisor
- ☐ Inadequate training provided
- ☐ Insufficient work assignments
- ☐ Insufficient opportunity for advancement and promotion
- ☐ Other:

What is your opinion of the following:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Below Average
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Acceptable

Rate your department on the following:

	Excellent	Good	Average	Below Average	Poor	Not Acceptable
9. Communication with employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Training received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Equity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstration of qualities and principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Provides recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Follows policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. Why have you decided to transfer within the University of Denver?

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16. What could have been done to keep you from transferring?

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17. Looking back, what were some of the original factors that made DU your employer of choice?

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18. What is your new job offering you that your previous job has not?

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19. What recommendations would you have to make your previous department a better place to work?

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20. Any other additional comments or concerns?

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