

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE
EXIT INTERVIEW FORM**

Last	First	Initial	Social Security Number
------	-------	---------	------------------------

Forwarding Address:	Street	City	State	Zip Code
---------------------	--------	------	-------	----------

Department:	Immediate Supervisor
-------------	----------------------

Reason for Separation:

<u>Voluntary</u>	<u>Involuntary</u>
Better Job _____	Lack of funds _____
Insufficient pay _____	Lack of work _____
Relocation _____	End of appointment _____
Illness _____	Non-Reappointment _____
Retirement _____	Mandatory retirement _____
Family _____	Disciplinary* _____
Other _____	*State reason: _____

Please check the appropriate lines.

	YES	NO
1. Do you feel you were properly placed on your job considering your interest, ability and schooling?.....	_____	_____
2. Did you like your job?.....	_____	_____
3. Do you feel you received adequate training on your job?.....	_____	_____
4. Do you feel the workload that you were asked to undertake was reasonable?.....	_____	_____
5. Do you believe you received fair pay for the work which you were doing?.....	_____	_____
6. Do you feel the working conditions were good?.....	_____	_____
7. Do you feel your colleagues were cooperative?.....	_____	_____
8. Do you feel you received effective and fair supervision while you were here?.....	_____	_____
9. Do you feel you were kept properly informed about college policies and developments?.....	_____	_____
10. Do you feel the promotional prospects would have been good had you stayed?.....	_____	_____
11. Were you satisfied with employee benefits such as sick leave, vacations, retirement plan, medical plan, etc.?.....	_____	_____
12. If a friend of yours were looking for a position would you recommend that he/she apply for work here?.....	_____	_____
13. Would you work for this college again?.....	_____	_____

What were your most important reasons for leaving?

What suggestions do you have which will make this college a better place to work?

Signature _____