

# Exit Interview Form

It is our policy to conduct an exit interview with each employee upon separation. We would appreciate your honest opinions about your employment with Ridgewater College. Your objective feedback can help us to improve workplace conditions and make this a better place to work. Please complete this page and return this questionnaire to the Human Resources Office. Thank you for your valued opinion.

**PART ONE**

Name \_\_\_\_\_ Position \_\_\_\_\_

Campus/Department \_\_\_\_\_ Separation Date \_\_\_\_\_

Check which best describes your feelings about the following aspects of your employment experience at Ridgewater College.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
<b>Nature of the Job</b>				
<b>Utilization of Skills and Experiences</b>				
<b>Performance Appraisals</b>				
<b>Training and Orientation</b>				
<b>Opportunities for Advancement</b>				
<b>Salary</b>				
<b>Immediate Supervisor</b>				
<b>Management</b>				
<b>Policies</b>				
<b>Workload</b>				
<b>Benefits</b>				
<b>Overall, as a Place to Work</b>				

If you have marked dissatisfied or very dissatisfied for any of the categories, please explain.

Please describe your working relationship with your supervisor and how it could be improved, if at all.

Has RC and/or your supervisor provided enough recognition for your work achievements? If not, please describe how you would have preferred to be recognized.

Did you have professional development training sessions? If so, please list the types of training.

What additional training would you have wanted?

What did you like most about working here?

What did you like least about working here?

What are your suggestions for improving employment at Ridgewater College?

My reason(s) for leaving:

More Pay

Change in Careers

Shorter/Better Hours

Salary (optional) \_\_\_\_\_

Better Benefits

Public School System

Relocation

Advancement Opportunity

Retirement

State Policies/Politics

Climate

Job Stress

Other (please specify) \_\_\_\_\_

Comments:

I am moving to (city/state) \_\_\_\_\_

I will be employed at (organization) \_\_\_\_\_

I will be employed as (position title) \_\_\_\_\_

**PART TWO**

Name \_\_\_\_\_ Termination Date \_\_\_\_\_

Please find below information regarding the exit process. As you leave your employment with Ridgewater College we ask that you turn in all college property. Please turn in all property to your supervisor.

- |                      |                        |                           |
|----------------------|------------------------|---------------------------|
| Building Keys        | Cell Phone             | Computer Equipment/Laptop |
| Office/Internal Keys | Audio/Visual Equipment | Grade Books               |
| Uniforms             | Handbooks              | Office Area Cleaned       |
| Vehicle Keys         | Credit Cards           | Tools/Equipment           |
| Textbooks            | ID Card                |                           |

Other items as noted

I, \_\_\_\_\_, have returned all College property and have noted items above. Further, I understand that a record of this will be filed in my personnel file.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

President or Designee \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Reminder to President or Designee: Be sure to rescind delegation of authority and any security clearance for ISRS, MAPS, or SEMA4 (if applicable).**

**PART THREE**

**Release of Information**

Employee Name \_\_\_\_\_

In the event the College is contacted for a reference and asked to provide information, we ask that you review and check the appropriate box that reflects your choice.

My signature below indicates that I authorize the following information to be provided:

Documented information included in my personnel file.

Only dates of employment and position(s) held.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE FORWARD TO THE HUMAN RESOURCE OFFICE  
on the Willmar Campus**