

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

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**