



EXIT INTERVIEW QUESTIONNAIRE

As a departing employee of the San Ramon Valley Fire Protection District, you are a valuable source of information regarding various working conditions observed during your period of employment. We hope you will be candid with your answers to the following questions, so we may gain from your experiences.

Please be assured that your responses will not become part of your permanent personnel file, and your comments will in no way affect your re-employment possibilities. We are striving to maintain a positive working environment and hope your suggestions, comments, and observations will aid us in accomplishing this goal.

Employee Name: _____ Employee Job Classification: _____

Length Of Service: _____ Time In Position: _____

Direct Supervisor: _____ Department: _____

Termination Date: _____

1. What were the top reasons (up to 3) that prompted you to consider leaving (rank in order of importance)?

- | | |
|------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Lack of career options/training |
| <input type="checkbox"/> Career change | <input type="checkbox"/> Dissatisfied with direction of District |
| <input type="checkbox"/> Secured a better position | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> Dissatisfied with direct manager | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Dissatisfied with senior management | <input type="checkbox"/> Returning to school |
| <input type="checkbox"/> Problems with co-workers | <input type="checkbox"/> Commute |
| <input type="checkbox"/> Individual contribution not sufficiently recognized | <input type="checkbox"/> Unique business opportunity |
| <input type="checkbox"/> Job role did not meet expectations | <input type="checkbox"/> Other: _____ |

Comments: _____

2. What is your opinion of the following:

Communication to/from management	Excellent	Good	Fair	Poor
Overall management effectiveness	Excellent	Good	Fair	Poor
Compensation and benefits	Excellent	Good	Fair	Poor
Focus on teamwork/working together	Excellent	Good	Fair	Poor
Performance appraisal/feedback system	Excellent	Good	Fair	Poor
District culture	Excellent	Good	Fair	Poor
Equipment used in your position	Excellent	Good	Fair	Poor
Working Conditions	Excellent	Good	Fair	Poor

Comments: _____

3. How would you rate the following in relation to your job?

Cooperation with other departments	Excellent	Good	Fair	Poor
Cooperation within your department	Excellent	Good	Fair	Poor
Communication within the District	Excellent	Good	Fair	Poor
Communication within your department	Excellent	Good	Fair	Poor
Communication of position expectations/role	Excellent	Good	Fair	Poor
Morale within your department/work group	Excellent	Good	Fair	Poor
Adequacy of training for your position	Excellent	Good	Fair	Poor
Job satisfaction	Excellent	Good	Fair	Poor
Growth potential	Excellent	Good	Fair	Poor

Comments: _____

4. How would you rate your supervisor on the following items:

Demonstrates fair and equal treatment	Excellent	Good	Fair	Poor
Gives positive feedback and recognition	Excellent	Good	Fair	Poor
Resolves complaints and issues	Excellent	Good	Fair	Poor
Welcomes suggestions	Excellent	Good	Fair	Poor
Fosters cooperation and teamwork	Excellent	Good	Fair	Poor
Communicates clearly	Excellent	Good	Fair	Poor
Ensures safe work environment	Excellent	Good	Fair	Poor
Is consistent with policies and procedures	Excellent	Good	Fair	Poor

Comments: _____

5. If you are going to a different job, what does it offer that your job here did not?

6. Did your experience at the District meet your expectations about your role and function within your division?

___ Yes ___ Somewhat ___ No

Comments:

7. Did you have the resources needed to satisfactorily perform your job?

☐ Yes ☐ Somewhat ☐ No

If you did not have or somewhat had resources, what resources were lacking?

8. Do you have any particular concerns (personnel, safety, operations, management, etc) that you would like the District to be aware of?

9. How would you describe the morale in the organization?

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Comments:

10. Do you feel the District's philosophy, goals, and accomplishments were communicated clearly and managed effectively?

☐ Yes ☐ No

Comments:

11. What constructive comments would you have for management in regard to making our District a better place to work?

12. What are some of the factors that have contributed to making your employment enjoyable here?

13. What is the most important thing that could be changed or improved about ...

Your job?

Your department?

The District?

14. What is being done well by ...

Your department?

The District?

15. Would you recommend the District to a friend as a good place to work?

☐ Yes ☐ No

Comments:

Additional Comments:
