EXIT INTERVIEW QUESTIONNAIRE

As you leave the Fort Lewis College, you have a unique perspective on the strengths and weaknesses of our organization. The information you furnish is confidential and will be used in summary form as a means to identify patterns or trends in the work environment at the College. Your honesty is greatly appreciated, and your opinions are highly valued. If there is a particular item to which you do not feel comfortable responding, leave it blank and go on to the next. Thank you for your time and effort.

1. Please rank the top five reasons that led to your decision to leave the College. Place a "1" in front of the item that is most important, a "2" in front of the next most important, and so on. Do not use any number more than once. If there are fewer than five reasons, rank just those reasons.

Higher salary		Non-competitive benefits	
Career advancement/change		Transportation problems	
Lack of child care		Dissatisfaction with supervision	
Received an employment offer without actively seeking another job		Lack of job security	
Dissatisfied with organizational culture		Dissatisfied with hours	
Dissatisfied with job		Unresolved complaint	
Retirement		Family/Personal	
Other:			

2. Please rank the top five items listed below in their order of importance to you. Place a "1" in front of the item that is most important to you, a "2" in front of the next most important, and so on. Do not use any number more than once.

Having a good boss		Good salary	
Good benefits		Opportunities to grow and learn professionally	
Flexible working environment		Recognition for skills and accomplishments	
Good relationships with co-workers		Working with up-to-date technology	
Other:			

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3. In this section, please assess supervision in your Division/Department.

	Excellent	Good	Fair	Poor
Provided feedback on my performance.				
Treated me with respect and courtesy.				
Led by example.				
Helped me solve problems.				
Was available when I needed help.				
Followed policies and practices and applied them fairly.				
Provided positive feedback and recognition.				
Resolved complaints and problems.				
Represented the position accurately when interviewed.				
Training opportunities were available inside the department.				
Training opportunities were available outside the department.				
Comments:				

4. In this section, please assess your working conditions.

	Excellent	Good	Fair	Poor
My physical work area was appropriate for the work that I did.				
I had adequate materials to do my work (tools, computer, phones, etc.).				
My work schedule was convenient.				
Overtime demands were reasonable.				
Relationship with co-workers.				
Relationship with customers (students, faculty, other staff members).				
Office atmosphere and morale.				
Adequate guidance in resolving work-related or personal problems.				
Comments:				

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5. Would you recommend the College to a friend as a good place to work? Yes ☐ No ☐

6. Before making your decision to leave, did you investigate the possibility of a transfer? Yes ☐ No ☐

7. If you left for another position, are the job duties in your new position different? (Please circle one)

   Same duties Different duties

8. What did you like best about working at the College?

9. What did you like least about working at the College?

10. Any additional comments? We are particularly interested in any suggestions for improving work procedures or the work environment at the College.

11. Sex – check one box ☐ Male ☐ Female

12. Race and Ethnicity—check the appropriate box

	Hispanic or Latino—Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
	American Indian or Alaska Native-- Persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliations or community recognition
	Asian—Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	Black or African American—Persons having origins in any of the black racial groups of Africa
	Native Hawaiian or Other Pacific Islander—Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
	White—Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa

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OPTIONAL

Please provide the following information. Leave blank those items that you do not wish to complete.

Name: _____

Division/Department: _____

Date hired into College: _____

Date hired in above: _____

Last day worked in Division/Department: _____

Supervisor's name: _____

Job title: _____

If you wish to talk with someone from Human Resources Management, how may we contact you?

Telephone: _____

Address: _____

E-mail: _____

Thank you for participating and telling us about your experience.