



EXIT INTERVIEW

Employee's Name: _____ Job Title: _____

Unit/Office/Division: _____ Employed From _____ To _____

1.	Please describe the primary reason(s) you are leaving your current position (Resignation, Termination, Layoff, Other).

2.	Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
	Type of work		
	Working conditions (setting, schedule, travel, flexibility)		
	Pay		
	Supervisor		
	Location		
	Cost of living in area		
	Commute		

3.	Please rate the following aspects of the job you are vacating. Use the 1 – 5 scale below.					
		1	2	3	4	5
		Poor		Average		Excellent
	Type of work performed					
	Fairness of workload					
	Salary					
	Working conditions					
	Tools and equipment provided					
	Training received					
	Co-workers					
	Supervision received					
	Level of input in decisions that affected you					

4. What did you like most about your job at the School of Nursing?

5.	Please rate the following aspects of the organization overall. Use the 1 – 5 scale below.					
		1 Poor	2	3 Average	4	5 Excellent
	Recruitment process					
	New employee orientation					
	Training opportunities					
	Career development opportunities					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Support of work-life balance					
	Opportunity to use your abilities					
	Communication between management and employees					
	Performance and development planning and evaluation					
	Interest and investment in employees					
	Commitment to customer service					
	Concern with quality and excellence					
	Administrative policies/procedures					

6.	Please rate your supervisor on the following factors. Use the 1 – 5 scale below.					
		1 Never	2 Seldom	3 Often	4 Usually	5 Always
	Gave usable performance feedback					
	Recognized accomplishments					
	Clearly communicated expectations					
	Treated you fairly and respectfully					
	Coached, trained, & developed you					
	Provided leadership					
	Encouraged teamwork & cooperation					
	Resolved concerns promptly					
	Listened to suggestions & feedback					
	Kept employees informed					
	Supported work-life balance					
	Provided appropriate & challenging assignments					

7.	If you accepted another job, please complete the following.	
	Name of new employer	
	Title of position	
	Nature of work of position	
	Salary of position	
	What the new position and/or organization offers that we do not.	

8. What did you like least about your job at the School of Nursing?

Other remarks (optional):

I authorize the placement of this Exit Interview form in my personnel file. Yes ____ No ____

Employee Signature: _____

Date: _____