

**EXIT INTERVIEW QUESTIONNAIRE**

Name \_\_\_\_\_ Race/Sex \_\_\_\_\_ Division/Section \_\_\_\_\_

Job Title \_\_\_\_\_ Hire Date \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

1. Please indicate your reason for leaving:

2. Did you understand the mission of the agency?  Yes  No

3. Did you ever offer suggestions, relate problems, seek advice or request information from management?  Yes  No

4. If yes, was management responsive?  Yes  No

5. Were you kept informed regarding changes in policies, procedures, and practices of the agency?  Yes  No

6. Would you consider returning to work for this agency?  Yes  No

7. Were the duties and responsibilities of your position clearly explained to you?  Yes  No

8. Do you feel you received adequate training to perform your job responsibilities?  Yes  No

9. Check the one that best describes your workload.

Too much for one person

Occasionally heavy, but just about right most of the time

Just right, not really over or under worked

Not enough, did not fully take up my time

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Please use the following rating scale in recording your responses in the section below:

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1=Excellent                      2=Good    3=Fair                      4=Poor                      5=No Opinion  
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1) Communication between myself and the supervisor	1	2	3	4	5
2) Relationship with my supervisor	1	2	3	4	5
3) Guidance from my supervisor	1	2	3	4	5
4) Relationship with co-workers	1	2	3	4	5
5) Advancement opportunities	1	2	3	4	5
6) Rate of pay for your job	1	2	3	4	5
7) Cooperation and teamwork	1	2	3	4	5
8) Resolving complaints or problems	1	2	3	4	5
9) Working conditions	1	2	3	4	5
10) EPMS Program	1	2	3	4	5
11) Fair and equal treatment	1	2	3	4	5
12) Agency recognition program	1	2	3	4	5
13) Communication within the Agency	1	2	3	4	5
14) Communication within your Division	1	2	3	4	5
15) Responsiveness of the HR Office	1	2	3	4	5
16) Agency Training Programs	1	2	3	4	5
17) Orientation	1	2	3	4	5
18) State Government Benefits package	1	2	3	4	5

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Do you have any suggestions for improving any of the above?

What did you like about your job and the Agency?

What did you dislike about your job and the Agency?

Please provide additional comments or suggestions on the reverse side of this form.