



## EXIT INTERVIEW QUESTIONNAIRE

We would appreciate your taking the time to answer the following questions as honestly as possible. Your individual responses will be treated confidentially, and will only be used to provide institutional improvement wherever possible

<b>Employee Name</b>	_____	<b>Supervisor</b>	_____
<b>Division/Department</b>	_____	<b>Job Title</b>	_____
<b>Hire Date</b>	_____	<b>Termination Date</b>	_____

1. What prompted you to seek other employment/leave the college? *(If more than one applies please rank)*

<input type="checkbox"/> <i>Type of work</i>	<input type="checkbox"/> <i>Quality of supervision</i>	<input type="checkbox"/> <i>Lack of recognition</i>
<input type="checkbox"/> <i>Working conditions</i>	<input type="checkbox"/> <i>Compensation</i>	<input type="checkbox"/> <i>Family circumstances</i>
<input type="checkbox"/> <i>Self-employment</i>	<input type="checkbox"/> <i>Health reasons</i>	<input type="checkbox"/> <i>Career opportunity</i>
<input type="checkbox"/> <i>Retirement</i>	<input type="checkbox"/> <i>Other (please specify)</i>	

Comments:

2. What circumstances would have prevented your departure?

3. What did you like most about your job?

4. What did you like least about your job?

5. What did you think of your supervisor on the following points:

	Almost Always	Usually	Sometimes	Never
Was consistently fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was sensitive to employees' needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided feedback on performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was receptive to open communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed Moravian's policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**6. How would you rate the following:**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Cooperation within your division/program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation with other divisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal job training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment provided (materials, resources, facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company's performance review system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company's new employee orientation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate of pay for your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career development/Advancement opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**7. Was the work you were doing approximately what you expected it would be and consistent with your job description?**

**Yes**       **No**

**Comments:**

**8. Was your workload usually:**                       **Too Heavy**                       **About right**                       **Too Light**

**9. How did you feel about the employee benefits provided by Moravian (those that are applicable)?**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>No Opinion</b>
Paid holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible spending plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**10. Would you recommend Moravian to a friend as a good place to work?**

**Without question**       **With reservations**                       **No**

**If you would recommend Moravian with reservations or would not recommend Moravian, please state why:**

**11. What suggestions do you have to make Moravian a better place to work?**

\_\_\_\_\_  
**Human Resources Representative Date:**

\_\_\_\_\_  
**Employee**

**Date:** \_\_\_\_\_