

EXIT INTERVIEW QUESTIONNAIRE

HUMAN RESOURCES DEPARTMENT

Thank you for taking the time to answer the following questions. Your response will be kept in confidence. This information is needed to help make positive changes that will enhance the work environment. Please complete the following questions and bring this form with you to the Human Resources Office with the Out-going Clearance form.

Name _____ Date of Hire _____

Supervisor _____ Separation Date _____

Department _____

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

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or creativity and risk taking	Almost always	Sometimes	Never
Creation of an open atmosphere for idea exchange	Almost always	Sometimes	Never
Recognition of your accomplishments	Almost always	Sometimes	Never
Effective communication of and collaboration to create clear expected outcomes and competencies	Almost always	Sometimes	Never
Access to the appropriate facilities, equipment, funds and information	Almost always	Sometimes	Never
Opportunities for challenging work	Almost always	Sometimes	Never
Opportunities to self-manage your work	Almost always	Sometimes	Never
Comments:			

How do you rate your salary and the benefits offered by the university?

Compensation/salary	Excellent	Good	Fair	Poor
Leave (annual, sick, holiday)	Excellent	Good	Fair	Poor
Medical plan	Excellent	Good	Fair	Poor

	Excellent	% Good	% Fair	% Poor
Retirement savings (regular retirement and supplemental accounts)	% Excellent	% Good	% Fair	% Poor
Flexible spending accounts (medical and dependent care)	% Excellent	% Good	% Fair	% Poor

Short term Disability	Excellent	Good	Fair	Poor
Long Term Disability	Excellent	Good	Fair	Poor
Life/Personal Accident Insurance	Excellent	Good	Fair	Poor
What other benefits would you like the university to offer?				

What did you ~~like~~ most about your position(s) and/or the university?

What did you like least about your position(s) and/or the university?

If you are taking a position at another organization, what prompted you to seek other employment?

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

In order to continually improve our focus on excellence, please share with us any recommendations you have for improvement at Wilkes.

Additional comments about your employment at Wilkes University: