

Exit Interview Questionnaire

Introduction

We are committed to providing a positive work experience for our employees. This Exit Interview Questionnaire provides a valuable source of information to assist us in identifying opportunities to improve the work environment at Mount Vernon Nazarene University. We encourage you to respond to each question with honesty and candor. Data from these questionnaires will be used to determine factors that contribute to turnover. Your feedback is greatly appreciated.

Questionnaire

1. Name

2. University ID #

3. Department

4. Current Job Title

5. Date of Separation

6. Division

Academic Affairs

Athletics

Business Affairs

University Advancement

Student Life

GPS

Chaplain

7. Length of Employment

Less than one year

1 – 2 years

2 – 4 years

4 – 9 years

9 – 15 years

15 – 20 years

More than 20 years

8. What type of occupational class best describes your position?

- | | |
|---|--|
| <input type="radio"/> University Administration | <input type="radio"/> Faculty |
| <input type="radio"/> Administrative Support | <input type="radio"/> Supervisor / Manager |
| <input type="radio"/> Maintenance | <input type="radio"/> Security |
| <input type="radio"/> Skilled Trades | |

9. Please indicate the primary reason/s you are leaving.

- | | |
|---|--|
| <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Health / Disability |
| <input type="checkbox"/> Involuntary Dismissal | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Reduction in Force | <input type="checkbox"/> Contract / Term Expired |
| <input type="checkbox"/> Other (please specify) | |

10. Please indicate any of the following which contributed to the decision to leave your current position (please check all applicable reasons):

- | | |
|---|---|
| <input type="checkbox"/> Better Career Opportunity / Change in Career | <input type="checkbox"/> Work Environment |
| <input type="checkbox"/> Content of Work | <input type="checkbox"/> Dissatisfaction with Pay |
| <input type="checkbox"/> Quality of Supervision | <input type="checkbox"/> Commuting Distance |
| <input type="checkbox"/> Lack of Opportunity for Advancement | <input type="checkbox"/> Conduct of Co-Workers |
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Further Education |
| <input type="checkbox"/> Dissatisfaction with Benefits | <input type="checkbox"/> Self-Employment |
| <input type="checkbox"/> Moving from Area | <input type="checkbox"/> Lack of Recognition for Work |

11. Please rate each of the following benefits:

	Excellent	Good	Fair	Poor	No Opinion
Paid Holidays	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Retirement Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition Waiver	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Life Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Insurance	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacation Leave	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Other (please specify)					

12. Were the following communicated to you?

	Yes	No
General university policies and procedures were explained	<input type="radio"/>	<input type="radio"/>
Departmental policies and procedures were explained.	<input type="radio"/>	<input type="radio"/>
Was able to ask questions as needed and received appropriate guidance from my supervisor / co-workers	<input type="radio"/>	<input type="radio"/>

Received an annual performance appraisal each year during my employment.

Comments:

13. Please rate the following areas:

Excellent

Good

Fair

Poor

No Opinion

Friendliness and cooperation of co-workers

Cooperation within the department

Cooperation among different departments

On-the-job training

Equipment provided

Opportunities for advancement

Opportunities for continuous learning

Morale

Physical environment

Comments:

14. Please evaluate your supervisor on each of the following points:

Excellent Good Fair Poor No Opinion

Follows policies and procedures

Demonstrates fair and equal treatment

Provides recognition on the job

Communicates well with subordinates

Resolves complaints, problems and concerns

Orientation and training sufficiently

On-going work performance feedback

Encouraging team spirit

Encourages self-development and growth in skills

15. Would you like a representative from Human Resources to call you to discuss any of your responses to this questionnaire?

(Circle One)

Yes

No

If yes, please enter contact information:

16. What did you enjoy most about working for MVNU / your job?

17. What did you enjoy least about working for MVNU / your job?

18. What factor, if any, would influence you to remain in the employ of MVNU?

19. What should a new employee know coming into this job or department?

20. What other comments do you have regarding your experience with MVNU?

21. What would you like to see changed within your job or department?

Demographic Information (used for statistical purposes)

22. Gender:

- Male Female Prefer not to answer

23. Race/Ethnicity (optional):

- Hispanic or Latino White American Indian or Alaska Native
- Asian Black or African American Native Hawaiian or Other Pacific Islander
- Two or more Prefer not to answer

24. Age (optional)

- Under 20 21 – 30 31 – 40
- 41 – 50 51 – 60 Over 61
- Prefer not to answer

Contact Information

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