



**EXIT INTERVIEW QUESTIONNAIRE**

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Resignation/Termination Date: \_\_\_\_\_

Department: \_\_\_\_\_ Manager/Supervisor: \_\_\_\_\_

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We would appreciate your taking the time to answer the following questions as candidly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file.

We believe that the information is of vital importance and will assist in analyzing the factors attributing to turnover. Thank you for your cooperation.

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1. What type of work did you do? \_\_\_\_\_

2. What is your primary reason for leaving the University? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you accepted another position?       Yes       No

3a. If "yes", is your new position with:

- another university
- another industry
- other (please specify) \_\_\_\_\_

3b. Will you receive an increase in salary?

- yes, 10% or more       yes, less than 10%       no

4. Which of the following factors contributed most to your decision to leave the University? (Please check all that apply)

- Type of work       Location       Personal Health

- Better Opportunity
- Compensation
- Benefits
- Management
- Dissatisfaction With Work
- Working Conditions

- Career Change
- Career Advancement
- Commuting Distance
- Returning to School
- Retirement
- Child Care

- Family Health
- Family Responsibility
- Relocation
- Marriage
- Military Service
- Other

Other (please specify): \_\_\_\_\_

5. Before making your decision to leave the University, did you investigate the possibility of a transfer?

- Yes       No

If "yes", what options were offered? \_\_\_\_\_

6. What did you think of your supervision in regard to the following:

	<u>Almost</u> <u>Always</u>	<u>Some-</u> <u>times</u>	<u>Never</u>
Demonstrated fair and equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

	<u>Almost</u> <u>Always</u>	<u>Some-</u> <u>times</u>	<u>Never</u>
Provided recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

	<u>Almost</u> <u>Always</u>	<u>Some-</u> <u>times</u>	<u>Never</u>
Developed cooperation and teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

	<u>Almost</u> <u>Always</u>	<u>Some-</u> <u>times</u>	<u>Never</u>
Encouraged/listened to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

	<u>Almost</u> <u>Always</u>	<u>Some-</u> <u>times</u>	<u>Never</u>
Resolved complaints, grievances and problems in a fair, objective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

	<u>Almost</u> <u>Always</u>	<u>Some-</u> <u>times</u>	<u>Never</u>
Followed policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

7. How would you rate the following in relation to your job or department?

Excellent      Good      Fair      Poor

Cooperation within your department

Comments: \_\_\_\_\_

Cooperation with other departments Excellent Good Fair Poor

Comments: \_\_\_\_\_

Communications in your department Excellent Good Fair Poor

Comments: \_\_\_\_\_

Communications within the University as a whole Excellent Good Fair Poor

Comments: \_\_\_\_\_

Communications between you and your supervisor Excellent Good Fair Poor

Comments: \_\_\_\_\_

The training you received Excellent Good Fair Poor

Comments: \_\_\_\_\_

Potential for career growth Excellent Good Fair Poor

Comments: \_\_\_\_\_

Physical working conditions Excellent Good Fair Poor

Comments: \_\_\_\_\_

8. Was your workload usually:  Too great  About right  Varied – but all right  Too light

9. Did you feel your opportunity for advancement was:

Excellent  Good  Fair  Poor  Unable to tell  Not concerned about advancement

10. How did you feel about your salary and the employee benefits provided by the University?

Base Salary Excellent Good Fair Poor

Comments: \_\_\_\_\_

Employee Benefits Excellent Good Fair Poor

Comments: \_\_\_\_\_

11. Are there any other benefits you feel should have been offered?       Yes       No

If "yes", what? \_\_\_\_\_

12. How frequently did you get feedback and/or performance reviews? What were your feelings about them?

\_\_\_\_\_  
\_\_\_\_\_

13. How frequently did you have discussions with your supervisor about your career goals? \_\_\_\_\_

\_\_\_\_\_

14. What did you like most about your job and/or the University? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. What did you like least about your job and/or the University? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. What does your new job offer that your job with the University does not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Would you recommend working at Montclair State University to a friend?

Yes, without reservations

Yes, with reservations

No

If "yes, with reservations", please explain: \_\_\_\_\_

18. Additional comments/suggestions about your job, department, supervisor, or the University: \_\_\_\_\_

\_\_\_\_\_

**THANK YOU FOR ANSWERING OUR QUESTIONNAIRE**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date