

Exit Interview Questionnaire

The following information is requested to help the Department of Human Resources identify possible reasons why employees leave the University of Texas Rio Grande Valley. Please submit to the Employee Relations Manager or a member of the Business Partner Team. Completion of this form is voluntary. However, your opinion is very important and of great value in making the University of Texas Rio Grande Valley a better place to work. This questionnaire will not become part of your personnel file.

Employee Name :	Supervisor Name :
Job Title :	Employee ID :
Department :	Separation Date :
	Employee Status : Faculty Staff

1 Please select the primary reason you are leaving your current position.

Voluntary		Involuntary
Employment Opportunity	Rejected Appointment	Dismissal
Medical Reasons	Retired	End of Assignment Contract
Family Reasons	Supervisor	Grant Expired
Work Environment	Other	Laid Off

2 Did dissatisfaction with any of the following factors influence your decision to leave?

	Yes	No
Type of work		
Working conditions [setting, schedule, travel, flexibility]		
Pay		
Supervisor		
Location		
Cost of living in area		
Commute		

3 Please rate your supervisor on the following factors. Use the scale below.

	Poor		Average		Excellent
	1	2	3	4	5
Gave usable performance feedback					
Recognized accomplishments					
Clearly communicated expectations					
Treated you fairly and respectfully					
Coached, trained, and developed you					
Provided leadership					
Encouraged teamwork and cooperation					
Resolved concerns promptly					
Listened to suggestions and feedback					
Kept employees informed					
Supported work-life balance					
Provided appropriate and challenging assignments					

4 Please rate the following aspects of the organization overall. Use the scale below.

	Poor		Average		Excellent
	1	2	3	4	5
Recruitment process					
New employee orientation					
Training opportunities					
Career development opportunities					
Employee moral					
Fair treatment of employees					
Recognition for a job well done					
Support of work life balance					
Cooperation within the agency					
Communication with management					
Performance and development planning					
Interest and investment in employees					
Commitment to customer service					
Concern with quality and excellence					
Administrative polices procedures					

5 Please rate the following aspects of the job you are vacating. Use the scale below.

	Poor		Average		Excellent
	1	2	3	4	5
Fairness of workload					
Tools and equipment provided					
Co-workers					
Supervision received					
Level of input in decisions that impacted you					
Other					

6 Do you have any compliance concerns you wish to raise at this time?

7 Please add any additional comments below.

8 May we contact you for more information?

Yes

No

If Yes, Phone :

Email :

HR Representative Signature

Date