We would appreciate you taking a few minutes to answer the following questions as honestly as possible. Your response will be treated with the utmost confidentiality and will not become a part of your personnel file. The information you provide in section 1 and 10 is required and is extremely important to assist the agency with employee retention strategies. Sections 2 through 9 are optional. Your participation in the exit interview process is appreciated.

**Date of Resignation: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**

**Section 1 - Reason for Separation (REQUIRED)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please describe the main reason(s) you are leaving your current positon?** | | | | | | |  |
| PER  Personal Reasons | WOR  Dissatisfied with work Conditions | PAY  Dissatisfied with pay | PRM  Dissatisfied with promotion or growth opportunities | CAR  Career change | JOB  Job did not meet expectations | PSE  Private Sector Employment | RTM  Retirement |

**Section 2 - Personal Factors Contributing to Resignation (OPTIONAL)**

|  |  |  |
| --- | --- | --- |
| **Please indicate the following factors that influenced your decision to leave (Check all that applies)** | | |
| Health Reasons  Relocating  Returning to School | Family Reasons  Career Change  Marriage | Child Care  Commute/Transportation  Other |

**Section 3 - Work/Job Factors Contributing to Resignation (OPTIONAL)**

|  |  |
| --- | --- |
| **Please indicate the following factors that influenced your decisions to leave (Check all that applies)** | |
| Dissatisfaction with type of work  Dissatisfaction with tools and equipment provided  Dissatisfaction with level of input in decision  Dissatisfaction with coworkers/teamwork  Dissatisfaction with working hours  Dissatisfaction company policies  Dissatisfaction with lack of recognition | Dissatisfaction with workload  Dissatisfaction with working conditions  Dissatisfaction with training and development received  Dissatisfaction with supervision received  Dissatisfaction with promotional opportunities  Dissatisfaction with work location  Dissatisfaction with the lack of organization vision |

**Section 4 -** **Pay/Benefits Factors Contributing to Resignation (OPTIONAL)**

|  |  |
| --- | --- |
| **Please indicate the following factors that influenced your decisions to leave (Check all that applies)** | |
| Salary  Healthcare Options  Healthcare cost  Leave Benefits | Retirement benefits/Pension 401k  Flexible Benefits Options  Flexible Benefits Cost  Support of work-life balance |

**Section 5 - Overall Rating of Organization (OPTIONAL)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you rate the following aspect of the overall organization? (Use the scale 1 – Lowest and 5 – Highest)** | | | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** |  | **1** | **2** | **3** | **4** | **5** |
| Recruitment process |  |  |  |  |  | New employee orientation |  |  |  |  |  |
| Training opportunities |  |  |  |  |  | Career development opportunities |  |  |  |  |  |
| Employee morale |  |  |  |  |  | Fair treatment of employee |  |  |  |  |  |
| Recognition for a job well done |  |  |  |  |  | Communication between management and employee |  |  |  |  |  |
| Cooperation within the agency |  |  |  |  |  | Interest and investment in employees |  |  |  |  |  |
| Performance management Process |  |  |  |  |  | Concern with quality and excellence |  |  |  |  |  |
| Commitment to customer service |  |  |  |  |  | Culture |  |  |  |  |  |

**Section 6 - Overall Rating of your Supervisor (OPTIONAL)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you rate your supervisor on the following factors? (Use the scale 1-Never, 2-Seldom, 3-Often, 4-Usually, 5-Always)** | | | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** |  | **1** | **2** | **3** | **4** | **5** |
| Gave performance feedback regularly |  |  |  |  |  | Recognized accomplishments |  |  |  |  |  |
| Clearly communicated expectations |  |  |  |  |  | Treated me fairly and respectfully |  |  |  |  |  |
| Coached, trained and developed me |  |  |  |  |  | Provided leadership |  |  |  |  |  |
| Encouraged teamwork and cooperation |  |  |  |  |  | Resolved concerns in a timely manner |  |  |  |  |  |
| Listened to suggestions and feedback |  |  |  |  |  | Kept employees informed |  |  |  |  |  |
| Supported work-life balance |  |  |  |  |  | Provided appropriate and challenging assignment |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you rate the following aspect of the overall division/unit (Use the scale 1 – Lowest and 5 – Highest)** | | | | | | | | | | | |
| **Rating Scale** | **1** | **2** | **3** | **4** | **5** | **Rating Scale** | **1** | **2** | **3** | **4** | **5** |
| Opportunities for continuous learning |  |  |  |  |  | Teamwork within the department |  |  |  |  |  |
| Communication within the department |  |  |  |  |  | Opportunities for advancement within the department |  |  |  |  |  |
| Morale within the department |  |  |  |  |  | Working conditions within the department |  |  |  |  |  |
| Clear goals and expectations within the department |  |  |  |  |  | Department culture |  |  |  |  |  |

**Section 7 - Overall rating of your Department/unit (OPTIONAL)**

|  |  |  |
| --- | --- | --- |
| What lead you to accept the position with our organization? | Please explain: | |
| Were your expectations of the job and this organization met? | Yes  No | Please explain |
| Were your talents and skills used in completion of projects? | Yes  No | Please explain: |
| Was your career path and future with our organization made clear to you? | Yes  No | If not, explain: |
| Were there any positive aspects about your job, manager, or the organization that caused you to say as long as you did? | Yes  No | Please explain: |
| Were there barriers to productivity in your job or work unit? | Yes  No | Please explain: |
| What did you like most about your job? | Please explain: | |
| What did you like least about your job? | Please explain: | |
| What would you suggest to management to make our organization better? | Please explain: | |

**Section 8 - Additional Questions (OPTIONAL)**

**Section 9 Additional Comments (OPTIONAL)**

|  |
| --- |
| **Please provide any additional comments:** |
|  |

**Section 10 – REQUIRED Information**

|  |  |
| --- | --- |
| **Please provide the information below. This information will solely be used for additional data analysis.** | |
| Name: | Agency Name: |
| Division/Unit: | Length of Service: |
| Position Title: | Manager Name: |

**Thank you for providing your feedback. Your participation is greatly appreciated.**

**Please submit the completed from to your Human Resources Office.**