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 | [ ]  PAYDissatisfied with pay | [ ]  PRM Dissatisfied with promotion or growth opportunities  | [ ]  CAR Career change | [ ]  JOB Job did not meet expectations | [ ]  PSEPrivate Sector Employment | [ ]  RTMRetirement |

**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.**