

Exit Interview Form

Interviewer: _____

**Interview
Date:** _____

**Meeting
Format:**

Phone

In-Person

**Survey to be forwarded to the following
Administrator:**

Thank you for taking time to go over this questionnaire. We appreciate and take serious the feedback you give us.

Employee:			
Job Title/Division/Bureau:			
Supervisor:			
Last Day Worked:			
Length of Employment:			
Employment Status:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Other <input type="checkbox"/>
Reason for Leaving:	Resignation <input type="checkbox"/>	Termination <input type="checkbox"/>	Retirement <input type="checkbox"/>

Section A

Was your decision to leave influenced by any of the following?

If more than one, rank in order of importance with "1" being the most compelling reason.

- | | |
|--|--|
| <p>_____ Career Opportunity</p> <p>_____ Content of Work</p> <p>_____ Dissatisfied</p> <p>_____ Family Circumstances</p> <p>_____ Fringe Benefit Package</p> <p>_____ Going to School</p> <p>_____ Health (Family Member)</p> <p>_____ Health (Personal)</p> | <p>_____ Lack of Advancement Opportunities</p> <p>_____ Military Service</p> <p>_____ Moving from Area</p> <p>_____ Working Conditions</p> <p>_____ Retirement</p> <p>_____ Salary</p> <p>_____ Self-Employment</p> <p>_____ Other (Explain Below)</p> |
|--|--|

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Section B

Please check the box that most represents how you feel.

	Agree	Unsure	Disagree
I felt I was doing something worthwhile and took pride in being an employee of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My compensation at the department was fair, considering my duties and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My duties and responsibilities were fully explained to me when I was employed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My workload was reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The department provides sufficient training opportunities to help perform my duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My job properly used my education and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was provided the information, tools, technology and equipment to perform my job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management does their best to keep employees informed of important events and developments that affect the entire organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I could count on the cooperation of coworkers in other work units to help get a job done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employees in my work unit worked together as a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety rules and procedures were followed in my work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My work was challenging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I had the opportunity to vary my schedule if coverage was available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I felt job promotions were fair and the best candidate was selected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I felt comfortable giving my opinions or making suggestions affecting my work unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I often received useful and positive feedback from my lead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments from Section B

Section C

Rate your supervisor on the following points.

	Agree	Unsure	Disagree
Demonstrates fair and equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolves complaints and grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows policies and practices consistently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages feedback; welcomes suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable regarding output and accomplishments of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits willingness to admit and correct mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses instructions clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments from Section C

Section D

1.) When did leaving this position/agency first cross your mind?

2.) If you are going to another job, what does that job offer you that your present job did not?

3.) Under what conditions would you have stayed?

4.) How do you feel you were managed during your employment with Livestock?

5.) What are some of the factors that helped make your employment enjoyable?

6.) If any serious concerns have been raised in the previous answers, have you raised them within the agency prior to this? If not, why?

Additional Comments:

You may attach additional pages as/if needed.