**EXIT QUESTIONNAIRE**

Name: \_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Date: \_\_     \_\_\_\_\_\_\_\_\_\_

Please Print

Title: \_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Day: \_     \_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving:  Resigned  Retirement  Dismissal  Layoff  Other

Please complete this form and return to the Human Resources Office or bring the completed form with you to your exit interview. Your answers to these questions are valuable to us in making future improvements.

Reason for leaving (check all that apply):

|  |  |  |
| --- | --- | --- |
| Better opportunity | Type of work | Family circumstances |
| Salary | Supervision | Child care |
| Benefits | Relationship with peers | Person Illness issues |
| Too much work | Commuting distance | Family Illness issues |
| Too little work | Return to school | Personal reasons |
| Work schedule | Working conditions | Relocating |

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the following:

|  |
| --- |
| **Work/Job Experience** |

1 = Strongly Disagree 2 = Disagree 3 = Neither agree nor disagree 4 = Agree 5 = Strongly Agree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Job description accurately reflects my job responsibilities |  |  |  |  |  |
| Work schedule was appropriate and flexible |  |  |  |  |  |
| I felt my job was rewarding |  |  |  |  |  |
| I was given the tools/equipment needed to work effectively |  |  |  |  |  |
| My physical work environment was safe and clean |  |  |  |  |  |
| I was challenged by my job |  |  |  |  |  |
| My department was adequately staffed |  |  |  |  |  |
| My pay was fair for the amount of work required |  |  |  |  |  |
| I felt part of the team |  |  |  |  |  |
| I was motivated by my work |  |  |  |  |  |
| I was given the appropriate on-the-job training |  |  |  |  |  |

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| Comments: |

|  |
| --- |
| **Supervisor** |

1 = Strongly Disagree 2 = Disagree 3 = Neither agree nor disagree 4 = Agree 5 = Strongly Agree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| I received clear directions for tasks/responsibilities |  |  |  |  |  |
| I had my supervisors support for training opportunities |  |  |  |  |  |
| My supervisor handles complaints fairly |  |  |  |  |  |
| Follows policies and practices consistently |  |  |  |  |  |
| My supervisor keeps employees informed |  |  |  |  |  |
| Encouraged to innovations and welcomed suggestions |  |  |  |  |  |
| Demonstrates fair and equal treatment to all employees |  |  |  |  |  |
| Served as a resource |  |  |  |  |  |
| Inspired me to work as a member of the team |  |  |  |  |  |
| Good work was recognized and appreciated |  |  |  |  |  |

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| --- |
| Comments: |

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| --- |
| **Other** |

1 = Strongly Disagree 2 = Disagree 3 = Neither agree nor disagree 4 = Agree 5 = Strongly Agree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Received adequate orientation to the University and/or program(s) |  |  |  |  |  |
| There was cooperation within the department |  |  |  |  |  |
| There was cooperation with other departments |  |  |  |  |  |
| Working relationships with peers was good |  |  |  |  |  |
| I felt a connection to the WVSU community |  |  |  |  |  |
| Parking regulations are fair |  |  |  |  |  |
| Payroll, Benefits and Personnel staff, served you well |  |  |  |  |  |

|  |
| --- |
| Comments: |

|  |
| --- |
| **Pay and Benefits** |

1 = Strongly Disagree 2 = Disagree 3 = Neither agree nor disagree 4 = Agree 5 = Strongly Agree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Pay for your job is adequate |  |  |  |  |  |
| Established holidays are good |  |  |  |  |  |
| Health Insurance (medical, dental, vision, etc. are good |  |  |  |  |  |
| Comments: | | | | | |

What did you like most about working at WVSU?

What did you like least about working at WVSU?

Would you recommend WVSU to a friend as a place to work?  Yes  No

If no, please explain.

Additional comments:

Please return this questionnaire to:

**Office of Human Resources**

**West Virginia State University**

105 Cole Complex

Institute, WV 25112

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_