

Employee Name:	Emp #	Dept #
Human Resources:	Date:	

EXIT INTERVIEW QUESTIONNAIRE

Please take a moment to complete the following questions and bring this with you to your exit interview. Information gathered from these questionnaires will be used to evaluate causes of employee turnover. Your cooperation and honesty is greatly appreciated.

1. **Reason for Resignation** (Please indicate all reasons that apply. Show the main reason by placing a "1" in the space provided, a "2" for the second most important reason, and so on. You do not have to rank all categories)

<ul style="list-style-type: none"><input type="checkbox"/> Career Change<input type="checkbox"/> CUNY policies<input type="checkbox"/> Family Reasons<input type="checkbox"/> Health Reasons<input type="checkbox"/> Job duties<input type="checkbox"/> Location/Commute<input type="checkbox"/> Marital Reasons (marriage/divorce)<input type="checkbox"/> Military<input type="checkbox"/> Other employment - better compensation<input type="checkbox"/> Other employment - more advancement opportunity<input type="checkbox"/> Personal<input type="checkbox"/> Relocation<input type="checkbox"/> Retirement<input type="checkbox"/> School<input type="checkbox"/> Supervisor/Manager<input type="checkbox"/> Temporary position<input type="checkbox"/> Transportation problems<input type="checkbox"/> Work schedule<input type="checkbox"/> Other (please explain)
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2. If you are leaving Kingsborough Community College due to other employment, please complete the following. This information will be held confidential and is for statistical purposes only.

Company Name: _____	Location: _____
Nature of Work: _____	Salary: _____

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3. **Orientation and Training** (Please rate the following factors)

	<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>
Information received during New employee orientation	—	—	—	—
On-the-job training	—	—	—	—
Training classes	—	—	—	—

4. **Job Content**

	<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>
Accuracy of the description Of the job as presented by recruiter and supervisor compared to the actual job content	—	—	—	—
Utilization of skills, knowledge and abilities	—	—	—	—
Distribution of workload	—	—	—	—
Opportunity to give input, plan or direct work	—	—	—	—
Opportunity for growth within department	—	—	—	—
Opportunity for advancement outside of department	—	—	—	—

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5. **Supervision** (Please rate your supervisor/manager)

Name of supervisor you are rating:				
	<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>
Followed policies and practices	—	—	—	—
Demonstrated fair and consistent treatment	—	—	—	—
Provided recognition for a job well done	—	—	—	—
Encouraged cooperation and communication	—	—	—	—
Resolved complaints and problems	—	—	—	—
Approachable	—	—	—	—

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6. **CUNY Benefits** (Please rate the following)

	<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>
Compensation/Starting Salary	—	—	—	—
Merit increases	—	—	—	—
Performance Management Program	—	—	—	—
Sick Leave	—	—	—	—
Vacation/Holiday	—	—	—	—
Medical Insurance	—	—	—	—
Dental Insurance	—	—	—	—
Vision Insurance	—	—	—	—
Voluntary Disability Insurance (STD)	—	—	—	—
403(b)/Tax Deferred Annuity	—	—	—	—
Retirement Plan	—	—	—	—
Tuition Waiver Plan	—	—	—	—
Physical Working Conditions	—	—	—	—

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7. Summary

- Were your expectations of your job and the College met during your employment:
Yes ___ No ___ Somewhat

Comments: _____

- What is your overall opinion of Kingsborough Community College:
__Very positive __Somewhat negative
__Somewhat positive __Very negative
__Neutral

Comments: _____

- Compared to other companies for which you have worked, how would you rate Kingsborough Community College?
__One of the best __Below Average
__Above Average __One of the worst
__About the same

Comments: _____

- Could the College have done anything to prevent your leaving?
If yes: _____

- What does your new position offer which your current position does not?

- What did you like most about your position and/or the College?

- What did you like least about your position and/or the College?

- Did you experience any problems or difficulties in the work environment? If so, what?

- Additional comments or suggestions about your job, working conditions, management, etc...

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I have received the "EXIT INTERVIEW QUESTIONNAIRE".

Signature

Date