

Exit Interview Questionnaire

Employee's Name: _____ Job Title: _____

Department: _____ Employed From _____ to _____

Exit interview conducted by: _____

1. Why are you leaving?

2. Were you satisfied with your department as a place of work?

Fully _____ Moderately _____ Not Really _____

3. How did you first become interested in a job in University of Wah?

Newspaper Advertisement _____ Friend employed by UW _____

Internet Advertisement _____ Self-initiative _____

Recruitment Agency _____ Other _____

4. Did you fully understand what was involved in the job when it was offered?

Fully _____ Moderately _____ Not Really _____

5. Throughout your employment, were you clearly informed of what was expected of you?

Fully _____ Moderately _____ Not Really _____

6. How well did you feel your salary package compensated what you actually did in your position?

Excellent _____ Good _____ Fair _____ Poor _____

7. How did you feel about your working environment? (e.g.: surroundings, furniture, etc.)

Excellent _____ Good _____ Fair _____ Poor _____

8. How did your seniors treat you?

Excellent _____ Good _____ Fair _____ Poor _____

9. How is the general morale and attitude of those around you?

Excellent _____ Good _____ Fair _____ Poor _____

10. Did your superiors made themselves available for you?

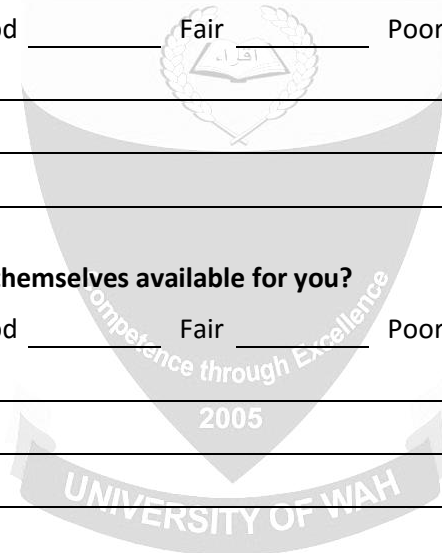
Excellent _____ Good _____ Fair _____ Poor _____

11. Were your superiors ethical/honest in their dealings with you?

Excellent _____ Good _____ Fair _____ Poor _____

12. Were your concerns/ideas given due attention?

Excellent _____ Good _____ Fair _____ Poor _____



13. Were you empowered to do your job?

Excellent _____ Good _____ Fair _____ Poor _____

14. Were the policies & procedures applied consistently?

Excellent _____ Good _____ Fair _____ Poor _____

15. Were your efforts given due recognition?

Excellent _____ Good _____ Fair _____ Poor _____

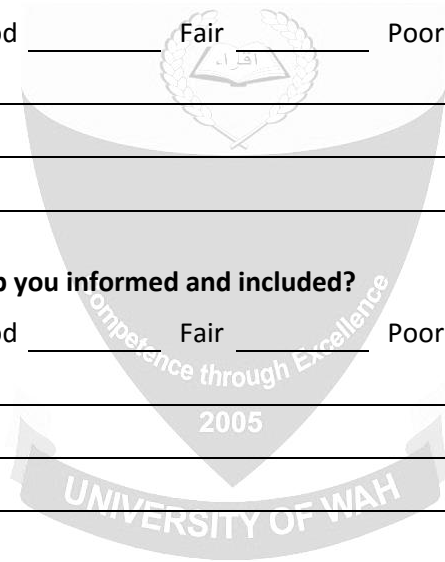
16. Did your department keep you informed and included?

Excellent _____ Good _____ Fair _____ Poor _____

17. Was your department concerned about your professional growth?

Excellent _____ Good _____ Fair _____ Poor _____

18. What recommendations would you have for making your department and/or the University a better place to work?



19. Would you have stayed if a more-satisfactory arrangement could have been worked out?

Yes _____ No _____

If yes, explain:

Employee Signature: _____ **Date:** _____

