

YWCA of Central Virginia Exit Interview Questionnaire

We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file.

We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

Name	Employment Date:
Department:	Termination/Resignation Date:
Position:	Manager:

What prompted you to seek alternative employment?

Type of Work

Quality of Supervision

Compensation

Work Conditions

Lack of Recognition

Family Circumstances

Company Culture

Career Advancement Opportunity

Business/Product Direction

Other: _____

Before making your decision to leave, did you investigate other options that would enable you to stay? [] Yes [] No

If "yes", describe:

What did you think of your supervision in regard to the following?

	Almost always	Sometimes	Never	Comments
Demonstrated fair and equal treatment				
Provided recognition on the job				
Developed cooperation and teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor	Comments
Cooperation within your department					
Cooperation with other departments					

Communications in your department					
Communications within the company as a whole					
Communications between you and your manager					
Morale in your department					
Job Satisfaction					
Training you received					
Growth Potential					

Was your workload usually:

- Too great
- Varied, but all right
- About right
- Too light

How did you feel about your salary and the employee benefits?

	Excellent	Good	Fair	Poor	Comments
Base Salary					
Medical Plan					
Dental Plan					
401K Plan					
Life Insurance					
Paid-time-off					
Other					

Are there any other benefits you feel should have been offered? [] Yes [] No

If "Yes", what? _____

Any other comments on benefits? _____

How frequently did you get performance feedback? _____

What were your feelings about the performance review process? _____

How frequently did you have discussions with your manager about your career goals?

What did you like most about your job and/or this company? _____

What did you like least about your job and/or the YWCA of Central Virginia?

What does your new job offer that your job with the YWCA does not? _____

Why is the new job/company better? _____

Do you have any suggestions for improvement? Have you raised them in the past? _____

Would you recommend this company to a friend as a place to work?

Yes, without reservations Yes, with reservations No

Additional comments about your job or this company

I have provided the above answers (choose one) through completion of this survey myself/ in a formal exit interview with the below signed team member.

I understand this document will be placed in my employee file, and answers used will be discussed among the senior leadership team to improve the YWCA of Central Virginia's employment and HR practices. If I have any questions I can reach out to the Direct of Finance at YWCA of Central Virginia.

[signature] _____ [date] _____

[Exit Interview Conducted by: _____]