

Indiana University East Exit Interview Questionnaire

We believe that in order to grow, IU East must continually work towards becoming a great place to work and that includes improving the quality of work for employees at all levels. Therefore, information from departing employees is of vital importance and will assist in analyzing our employee retention and turnover. We would appreciate your taking a few 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.

Thank you in advance for your cooperation!

Employee Name: _____	Position: _____
Department: _____	Manager: _____
Employment Date: _____	Termination Date: _____

Reason for leaving:

- | | | |
|-----------------------------|-------------------------------|--------------------------|
| Better Job Opportunity | Family Circumstances | Moving Out of State |
| Different Type of Work | Self-employment | Conflict with Supervisor |
| Rate of Pay and/or Benefits | Illness or Physical Condition | Returning to School |
| Commuting Distance | Conflict with Other Employees | |

Comments:

Rate Your Supervisor on the Following:

	Low					High
Followed policies and practices	1	2	3	4	5	6
Treated employees fairly	1	2	3	4	5	6
Provided recognition on the job	1	2	3	4	5	6
Developed cooperation within department	1	2	3	4	5	6
Effectively resolved complaints and problems	1	2	3	4	5	6
Provided on the job training	1	2	3	4	5	6
Provided necessary equipment	1	2	3	4	5	6

Within your specific work environment how would you rate the following:

	Low					High
Communications	1	2	3	4	5	6
Physical working conditions	1	2	3	4	5	6
Opportunity for advancement	1	2	3	4	5	6

Would you recommend IU East to others as a place to work?

- Yes
- No

If no, please explain:

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Did your job meet or exceed your expectations?

Yes

No

If no, please explain:

How did you feel about the rate of pay and employee benefits provided by IU East?

	Low					High
Rate of pay for your job	1	2	3	4	5	6
Paid Holidays	1	2	3	4	5	6
Paid Vacations/PTO	1	2	3	4	5	6
Paid sick leave	1	2	3	4	5	6
Retirement Plan(s)	1	2	3	4	5	6
Fee Remission	1	2	3	4	5	6
Life Insurance/Disability	1	2	3	4	5	6
Medical/Dental/Vision Insurance	1	2	3	4	5	6

How were your initial objectives for joining IU East met? Please elaborate on how they were met/or how they may have changed:

In what areas could your manager/supervisor have done a better job?

What would you have done differently if you were the manager/supervisor?

What aspects of your job were most satisfying?

Suggest any specific changes that would have kept you at IU East: