

**RESIGNATION
EXIT INTERVIEW QUESTIONNAIRE**

As an employee leaving the employment of Danville Area Community College, you can be a valuable source of information regarding various working conditions you have experienced at the College. I hope that you will be candid with your answers to the questions so we may gain from your experience at Danville Area Community College.

Please be assured that your questionnaire will not become a part of your permanent personnel file and your comments will in no way affect your re-employment possibilities should you desire to seek employment again with the College.

The College strives to maintain a positive working environment and hopes that your suggestions, comments, and observations will aid us in accomplishing this goal.

Staff Member Name _____ Department _____

Job Title _____ Resignation Date _____

Anniversary Date _____ Supervisor Name _____

Why are you leaving our organization? _____

Why now? _____

Do you have a new job? _____ Where? _____

Title/Position _____

Is your new rate of pay: lower than _____ equal to _____ or higher _____ than what you were paid at the College?

What did you like best about your job? _____

What did you like least about your job? _____

What changes would you make to improve your department if you were managing it? _____

Did you receive your performance appraisals on time? _____

How were they helpful/not helpful? _____

When was your last appraisal? _____

What was your rating? _____

Were there opportunities for career advancement? _____

If not, do you know why? _____

Do you feel you were kept informed with respect to organizational policies and procedures?

Please circle the word(s) that best express how you feel about the following:

The Job

- | | | | | | | |
|----------------|--------------------|---------|-----------------------|-------------------|----|--|
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 1. | the training you received |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 2. | the opportunity to use your abilities and skills |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 3. | the opportunity to do challenging and interesting work |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 4. | your workload |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 5. | the recognition of the work you did |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 6. | the amount of responsibility you were given |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 7. | your pay |

Additional comments:

Communications, Policies, & Practices

- | | | | | | | |
|-----------------------|---------------------------|----------------|------------------------------|--------------------------|----|--|
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 1. | the information you received on the College's policies and practices |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 2. | the overtime policies and practices |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 3. | the performance review policies and practices |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 4. | the opportunities to participate in decision making |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 5. | the reception of new ideas |

Additional Comments:

Your Supervisor and Working Environment

- | | | | | | | |
|-----------------------|---------------------------|----------------|------------------------------|--------------------------|----|--|
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 1. | your supervisor's qualities as a manager |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 2. | your supervisor's awareness and understanding of your problems |
| Very Satisfied | Slightly Satisfied | Neutral | Slightly Dissatisfied | Very Dissatisfied | 3. | your supervisor's interest in your career development |

Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	4.	your supervisor's review of your performance
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	5.	the communication among your coworkers
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	6.	the rate of cooperation among your coworkers

Additional Comments:

Working Conditions and Benefits

Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	1.	physical working conditions
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	2.	absence policy
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	3.	lateness policy
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	4.	vacation policy
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	5.	personal days policy
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	6.	medical coverage (individual)
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	7.	medical coverage (family)
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	8.	life insurance
Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied	9.	the organization as a place to work

Additional Comments:

Please use the space below for additional questions and responses:

Schedule an appointment with Debbie Knight, Assistant Controller, to follow up on insurance related matters.

Yes _____

Returned keys to Human Resources or Physical Plant.

Yes _____

All property has been returned.

Yes _____

All personal expenses have been reimbursed to the College. I understand that any expenses not previously reimbursed will be deducted from my final paycheck.

Yes _____

Employee Signature

Date