



CONFIDENTIAL EXIT QUESTIONNAIRE

**Note: Please bring this form to your exit interview. If you do not wish to have an exit interview, please return it to the Human Resources Office.

Name: _____ Dept: _____

Hire Date: _____ Last Day Worked: _____

This questionnaire is confidential and in reporting results, your anonymity will be maintained. Further, the information will not become part of your personnel records. The information will give us insight into turnover patterns, how working conditions and employee morale may be improved, and assist us with long range planning. It will be helpful to current and future employees of Western Oregon University if you will answer the questions frankly. Your answers will in no way affect your re-employment possibilities should you desire to seek employment again at WOU.

Why are you leaving Western Oregon University?

If you are going to another job, what does that job offer that your job at Western did not?

Table with 4 columns: How would you rate the following:, Good, Fair, Poor. Rows include Orientation to job, Cooperation within department, Cooperation with other departments, Communication within University, Customer Service within department, Customer Service within University, Workload, Training/Staff Development.



What constructive comments would you have for the administration regarding making this a better place to work?

Horizontal lines for writing comments.

What are some of the factors that helped to make your employment enjoyable?

Horizontal lines for writing factors.

How would you rate your supervisor on the following:

Table with 4 columns: Question, Good, Fair, Poor. Rows include: Demonstrates fair and equal treatment, Provides recognition on the job, Resolves complaints/grievances, Follows consistent policies, Keeps employees informed, Encourages feedback, suggestions, Knowledgeable regarding staff accomplishments, Expresses instructions clearly, Develops cooperation.

FOR OFFICE USE ONLY:

Departure Notification Sent: ___ YES ___ NO Date: _____

Outstanding Issues Reported from Departure Notifications: _____

Discussed with Employee: ___ YES ___ NO Date: _____

Revised: 12-2011