

Exit Interview

Name: _____ Position: _____

Supervisor: _____ Department: _____

Hire Date: _____ Resignation/Retirement Date: _____

Please take a moment and complete the following questions. This is a process we have initiated in an effort at continual improvement of the college. We appreciate your help in gathering this data.

1. What is your reason(s) for leaving?

2. If you are leaving for a new position, what makes it more attractive than your position at CSI?

3. How would you rate the following?

	Excellent	Good	Fair	Poor
Performance Reviews				
Opportunity for Advancement				
Training Received				
College Policies & Practices				
Responsibilities				
Hours				
Support by Administration				
Work Load				
Salary				
Benefits				

Are there any other benefits you would have liked to have received?

4. Did your Supervisor:

	Yes	No	Comments
Provide & Explain your job description?			
Demonstrate fair & equal treatment?			
Provide recognition on the job?			
Keep employees well informed?			
Encourage discussion of any problems or potential problems?			
Encourage Feedback?			

5. What is your opinion of the job you had with CSI?

6. What were some of the frustrations, if any, you experienced in the performance and execution of job responsibilities?

7. Overall Comments:

Employee Signature