

EXIT INTERVIEW FORM

Name: _____ Date: _____

Current Position: _____ Dept./Program _____

Supervisor Name: _____ Location _____

Employment Date: _____ Last Date of Employment _____

1. At approximately what point in time did you begin making your decision to resign?

- 6-9 months ago
- 1-2 months ago

- 3-5 months ago
- other _____

2. Please indicate reason(s) below, which contributed to your decision to resign your current position?

- Salary
- Job Advancement
- Personal
- Return to School
- Relocation
- Health Retirement

- Family Responsibilities
- Dissatisfied/Management
- Benefits
- Job Eliminated
- Other – (please explain) _____
- Military

3. Was there a specific event of issue that prompted your resignation?

Yes No

If yes, please briefly explain:

If yes, did you discuss this matter with your supervisor/manager?

Yes No

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On a scale of 1 to 5, with "1" being poor and "5" being outstanding, please rate the following:

4. Quantity and quality of training received for your position(s) here at Higher Education Consortium?

1 2 3 4 5

5. Working relationship with your current supervisor.

1 2 3 4 5

6. Working relationship with fellow employees.

1 2 3 4 5

7. Salary for your position.

1 2 3 4 5

8. Employee Benefits package.

1 2 3 4 5

Please offer any comments or suggestions for improvement related to the Benefits package.

9. Overall workload for your position.

1 2 3 4 5

10. Overall satisfaction and enjoyment in your current position.

1 2 3 4 5

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11. Did you encounter any problems in your current position? Yes No

If yes, please briefly comment:

12. What did you enjoy most about your employment with Higher Education Consortium?

13. What did you enjoy least about your employment with Higher Education Consortium?

14. Based upon your experiences here, would you recommend Higher Education Consortium as a potential employer for your friends, relatives, etc.? Yes No

If no, please briefly explain:

15. Would you reapply to Higher Education Consortium if a future opportunity arose? Yes No

If no, please briefly explain:

Please add any additional comments:

Conducted by HR Administrator: _____ Date: _____