

CASE WESTERN RESERVE UNIVERSITY

EXIT INTERVIEW SURVEY

DATE _____

Name _____ Department _____ Position _____
 Supervisor _____ Hire Date _____ Date of Separation _____

The information obtained from exit interviews is used as a management tool in determining areas of potential concern. All responses are confidential and will not become part of the employee's personnel file unless otherwise stated.

Request that comments remain anonymous __ Yes __ No

REASONS FOR LEAVING

From the list below, circle your most important reason for leaving.

- 01. PAY
- 02. WORKING CONDITIONS
- 03. BENEFITS
- 04. LOCATION
- 05. AMOUNT OF WORK REQUIRED
- 06. DISSATISFIED WITH SUPERVISOR/POLITICS
- 07. TO BE AT HOME
- 08. PURSUE EDUCATION
- 09. ILLNESS
- 10. TRANSPORTATION
- 11. ADVANCEMENT
- 12. RETIREMENT
- 13. OTHER (SPECIFY) _____

REASON FOR ACCEPTING JOB AT CWRU

From the list below, circle your most important reason for accepting employment.

- 14. PAY
- 15. WORKING CONDITIONS
- 16. BENEFITS
- 17. LOCATION
- 18. PURSUE EDUCATION/TUITION WAIVER
- 19. ADVANCEMENT
- 20. GOOD OPPORTUNITY
- 21. OTHER (specify) _____

Please express your feelings about each of the following aspects of your employment. Rate each item 1, 2, or 3, 1 being below expectations, 2 met expectations, and 3 exceeded expectations. If you rate any of the items below expectations, please explain in the comment section below.

<u>YOUR JOB</u>	<u>Below</u>	<u>Met</u>	<u>Exceeded (expectations)</u>
22. Opportunity to use your abilities and skills	1	2	3
23. Training you received	1	2	3
24. Interesting/challenging work	1	2	3
25. Amount of work required	1	2	3
26. Recognition for a job well done	1	2	3
27. Cooperation within your department	1	2	3
28. Cooperation with other departments	1	2	3
29. Your sense of accomplishment	1	2	3

Comments: _____

<u>YOUR WORK AREA/OFFICE</u>	<u>Below</u>	<u>Met</u>	<u>Exceeded (expectations)</u>
30. Facilities	1	2	3
31. Office/lab/shop equipment	1	2	3
32. Parking	1	2	3
33. University Circle safety	1	2	3

Comments: _____

YOUR SUPERVISOR AND CO-WORKERS

34. Overall working relationship with your supervisor	1	2	3
35. Overall working relationship with your co-workers	1	2	3
36. Your supervisor's managerial skills	1	2	3
37. Your supervisor's technical skills	1	2	3
38. Co-worker's technical skills	1	2	3

Comments: _____

COMMUNICATION, POLICIES AND PRACTICES

39. Promotion policies and practices (job posting)	1	2	3
40. The opportunity to talk with your supervisor	1	2	3
41. Opportunity to make suggestions	1	2	3
42. Opportunity to register complaints	1	2	3

Comments: _____

COMPENSATION AND BENEFITS

43. Starting salary	1	2	3
44. Ending salary	1	2	3
45. Annual review(s) of your performance	1	2	3
46. Annual review(s) of your salary	1	2	3

Comments: _____

47. Please write in here which medical provider you had _____

48. Medical Insurance	1	2	3
49. Dentemax	1	2	3
50. Retirement Plan	1	2	3
51. Life Insurance	1	2	3
52. Long Term Insurance	1	2	3
53. Tuition Waiver	1	2	3

Comments: _____

SUMMARY

54. If the department seeks a replacement for you, in your opinion what kind of qualifications, skills and interest should that individual possess? _____

55. What type of employee programs should the Human Resources Department initiate? _____

56. Would you consider working for CWRU again? ___ Yes ___ No
If no please explain: _____

57. Would you recommend CWRU as an employer to others? Why or why not? _____

58. Do you have any suggestions for making CWRU a better place to work? _____

59. Additional comments: _____

If you are moving, please provide your forwarding address and phone number. If a forwarding address is not available, list the name and phone number of a contact.

Name

Street

Phone Number

City, State, Zip Code

Relative or Contact

Relationship

Phone Number