

CASE WESTERN RESERVE UNIVERSITY

EXIT INTERVIEW SURVEY

DATE _____

Name _____ Department _____ Position _____

Supervisor _____ Hire Date _____ Date of Separation _____

Cell Phone _____

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. Explanation of requirements of position	1	2	3
24. Training you received	1	2	3
25. Resources to do your job	1	2	3
26. Interesting/challenging work	1	2	3
27. Recognition of your contributions	1	2	3
28. Opportunity for advancement	1	2	3
29. Cooperation within your department	1	2	3
30. Cooperation with other departments	1	2	3
31. Your sense of accomplishment	1	2	3
32. Your sense of connection to the university community	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. My supervisor had an understanding of my responsibilities	1	2	3
35. Overall relationship with your supervisor	1	2	3
36. I was treated fairly by my supervisor	1	2	3
37. My supervisor was receptive to and implemented suggestions	1	2	3
38. My supervisor handled complaints and problems	1	2	3
39. My supervisor's managerial skills	1	2	3
40. My supervisor's technical skills	1	2	3
41. Overall relationship with coworkers	1	2	3

Comments: _____

COMMUNICATION, POLICIES AND PRACTICES

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

Comments: _____

COMPENSATION AND BENEFITS

46. Starting salary	1	2	3
47. Ending salary	1	2	3
48. Annual review(s) of your performance	1	2	3
49. Annual review(s) of your salary	1	2	3
50. Vacation & holidays	1	2	3

Comments: _____

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

52. Medical Insurance	1	2	3
53. Dentemax	1	2	3
54. Retirement Plan	1	2	3
55. Life Insurance	1	2	3
56. Long Term Insurance	1	2	3
57. Tuition Waiver	1	2	3

Comments: _____

SUMMARY

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

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

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

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

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

63. Additional comments: _____

