

A Commonwealth University

**EXIT INTERVIEW QUESTIONNAIRE**

## Labor and Employee Relations

**Introduction**

Please help us make Temple University a better place to work by completing the following questionnaire. Your honest and open responses are important to us. Once completed, the information from the questionnaire will be confidentially reviewed in Human Resources and will not be entered into your personnel file. The data obtained will be used to identify trends, recognize areas exceeding expectations and provide feedback to improve the work culture. It will serve to enable us in developing policies and practices that reflect the needs of our employees. Your signature on the form is optional. Your responses will not affect future references or prospects for reemployment. Please contact Labor/Employee Relations at (215) 926-2298 if you would like to schedule an optional personal exit interview.

**Completing This Form (***for employee only)*

Please complete this form by printing using blue or black ink. For each section, please check the box that most clearly represents your position. Once completed, please return form directly to Human Resources. You can send or fax this questionnaire to Employee Relations at TASB (083-39), 1852 North 10th Street, Philadelphia, PA 19122. **Fax:** (215) 926 – 2299.

Name: Telephone: ( ) -

Date of Birth: / / (Month, Day, Year)

Gender: □ Male □ Female

Race: Check one): □ African American □ Asian □ Caucasian □ Hispanic □ Other

Department: Position /Title:

Job Level: Name of Manager/Supervisor:

Full Time: □ Part Time □

Today’s Date: / / Last Date of Employment: / /

Date of Hire: / / Total Length of Service:

## REASON FOR LEAVING TEMPLE (Please check all that apply)

|  |  |  |
| --- | --- | --- |
| □ Career Development | □ Military Service | □ Marriage, divorce, death in family |
| □ Working conditions | □ Location (traveling distance) | □ Return to school |
| □ Difficult co-workers | □ Compensation | □ Retirement |
| □ Personal Health | □ Supervision | □ Job Security |
| □ Relocation | □ Maternity | □ Job eliminated |
| □ Other (please explain below) |  |  |

Please explain:

## WORK AND WORK ENVIRONMENT (Please rate the following factors.)

### *In my current work environment:*

**Strongly Disagree Disagree Neutral Agree Strongly Agree**

I found my work challenging □ □ □ □ □

I made a difference □ □ □ □ □

I had a fair workload □ □ □ □ □ I had the tools needed to do good work □ □ □ □ □ Different opinions were valued □ □ □ □ □ My work group worked as a team □ □ □ □ □

My department worked as a team □ □ □ □ □

### *Comments:*

1. **LEARNING AND DEVELOPMENT (Please rate the following factors.)**

***Opportunities for learning and development:***

Were adequate within my department

Provided me with the potential for career growth

Contributed to opportunities for advancement

**Strongly Disagree**

# □

□

□

**Strongly Agree**

# □

□

□

### *Comments:*

|  |  |  |
| --- | --- | --- |
| **Disagree** | **Neutral** | **Agree** |
| □ | □ | □ |
| □ | □ | □ |
| □ | □ | □ |

1. **SUPERVISION (How would you rate your supervisor on the following?)**

***My supervisor consistently:***

Followed policies and procedures Treated me fairly and consistently Provided me with recognition and praise Developed cooperation among staff Facilitated my career and development Encouraged my suggestions

Resolved my complaints and issues Listened to my ideas

Recognized my contributions

I witnessed or saw evidence of non-compliance to rules, regulations, laws policies and procedures in the workplace

I was provided with adequate compliance guidance to properly do my job in regard to following rules, regulations, laws, policies, and procedures, etc? (i.e. training, orientation, in- service, etc.)

**Strongly Disagree**

# □

□

□

□

□

□

□

□

□

□

□

(Please explain below)

# □

|  |  |  |  |
| --- | --- | --- | --- |
| **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| □ | □ | □ | □ |
| □ | □ | □ | □ |
| □ | □ | □ | □ |
| □ | □ | □ | □ |
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| □ | □ | □ | □ |

□

(Please explain below)

# □ □

(Please explain below)

# □ □

□

(Please explain below)

# □

### *Explanation:*

***Explanation:***

1. **REWARDS (Please rate the following components of your compensation.)**

My base salary was adequate

My annual increases were sufficient

The benefits package met my needs (medical, dental, retirement, education, and vacation/PTO)

Premium pay is adequate

(shift, weekend option, call back, stand by)

My contributions were rewarded fairly within the confines of the University’s parameters.

The reward system met my needs (pay, recognition, promotions)

**Strongly Disagree**

# □

□

□

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□

**Disagree**

# □

□

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□

**Neutral**

# □

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**Agree**

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□

**Strongly Agree**

# □

□

□

□

□

□

### *Comments:*

1. **SUMMARY (Please complete the following)**

What did you like most about working at Temple?

What work related issues, areas, policies or benefits would you like to see improved?

Would you consider re-employment at Temple? Why or why not?

Would you recommend Temple employment to others?

What changes would be required to attract you back to Temple?

Would you like a follow-up call? □ Yes □ No

Employee Signature:

Exit Interviewer Signature: (Department of Human Resources Representative Only)

Exit Interviewer Name (Print):