

STAFF EXIT INTERVIEW QUESTIONNAIRE

Your answers will be kept confidential and used only for informational purpose unless you specifically consent to allowing your information to be shared with others (see "consent statement" at end of form). This form will not be kept in your personnel file.

Name		Department	
Title	Supervisor's Name	Last Day of Actual Work	
Type of Separation:			
<input type="checkbox"/> Resignation (term)		<input type="checkbox"/> Involuntary (terminv)	
<input type="checkbox"/> Retirement (retire)		<input type="checkbox"/> Temporary (termtmp), temporary in an on-going position	

1. Was your decision to leave Macalester influenced by any of the following, Please check appropriate item(s)”:

- | | |
|--|---|
| <input type="checkbox"/> Relocation out of area (relo)
<input type="checkbox"/> Returning to school (school)
<input type="checkbox"/> Health reasons (health)
<input type="checkbox"/> Family circumstances (family)
<input type="checkbox"/> Benefits (benefits)
<input type="checkbox"/> Better career opportunity (careerop) | <input type="checkbox"/> Salary (salary)
<input type="checkbox"/> Dissatisfaction with position (position)
<input type="checkbox"/> Dissatisfaction with College (college)
<input type="checkbox"/> Dissatisfaction with supervisor (supervis)
<input type="checkbox"/> Dissatisfaction with College's approach to Multiculturalism(multicul) |
|--|---|
- WHERE? _____

2. In reflecting on the above, which was your main reason for leaving Macalester?

3. What motivated you to begin a job search outside of Macalester College?

4. Was your position at Macalester what you expected to be? Were your expectations realized?

Yes No Please explain

5. Were you given adequate training/instruction to succeed in your job? Yes No

Please explain

6. Do you feel that your department management had realistic expectations of your work performance?

Yes No Please explain

7. Were your performance reviews done in a timely and fair manner? Yes No

Please explain

8. My supervisor:

Please check appropriate item(s)

- Follows policies and procedures (suppol) Promotes teamwork (supteam)
 Demonstrates fair and equal treatment (suptreat) Provides adequate supervision (supsup)
 Provides recognition on the job (suprec)

Comments:

9. My experience at Macalester was enhanced by:

Please check appropriate item(s)

- Opportunity for advancement (expadv)
 Competitive salary (expsal)
 Good benefits package (expbene)
 Healthy environment (expenvir)
 Good physical working conditions (expcond)

Comments

10. What did you like most about working at Macalester?

11. What did you like least about working at Macalester?

12. Would you recommend Macalester to a friend as a place to work? Yes No

Comments

13. Would you be interested and or available for short term temporary positions at Macalester? Yes No

Thank you for taking the time to complete this questionnaire. The information you have provided us with will be compiled in a report and used to make improvements where needed.

Exit interview conducted by: _____ Date: _____

CONSENT STATEMENT

I agree to the use by Macalester College of the information that I have shared in this Exit Interview. (NOTE: It is the practice of the Human Resources Department to share exit interview information with department management upon receiving this consent.)

Signed: _____ Date _____