



# MACALESTER

## STAFF EXIT INTERVIEW QUESTIONNAIRE

|       |                  |                         |
|-------|------------------|-------------------------|
| Name  | Department       |                         |
| Title | Supervisors Name | Last Day of Actual Work |

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"/> Salary (salary)  |
| <input type="checkbox"/> Returning to school (school)         | <input type="checkbox"/> Dissatisfaction with position (position)                               |
| <input type="checkbox"/> Health reason (health)               | <input type="checkbox"/> Dissatisfaction with College (college)                                 |
| <input type="checkbox"/> Family circumstances (family)        | <input type="checkbox"/> Dissatisfaction with supervisor (supervis)                             |
| <input type="checkbox"/> Benefits (benefits)                  | <input type="checkbox"/> Dissatisfaction with College's approach to Multiculturalism (multicul) |
| <input type="checkbox"/> Better career opportunity (careerop) | <input type="checkbox"/> Retirement (retire)  |

Where? \_\_\_\_\_

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

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

4. Was your position at Macalester what you expected to be? Please explain:

5. Were you given adequate training/instruction to succeed in your job? Please explain:

6. Were your performance reviews done in a timely and fair manner? Please explain:

7. My Supervisor: Please check appropriate item(s)

- |   |   |
|---|---|
| <input type="checkbox"/> Follows policies and procedures (suppol)         | <input type="checkbox"/> Promotes teamwork (supteam)            |
| <input type="checkbox"/> Demonstrates fair and equal treatment (suptreat) | <input type="checkbox"/> Provides adequate supervision (supsup) |
| <input type="checkbox"/> Provides recognition on the job (suprec)         |   |

Comments:

8. My experience at Macalester was enhanced by: Please check appropriate item(s)

- |   |   |
|---|---|
| <input type="checkbox"/> Opportunity for advancement (expadv) | <input type="checkbox"/> Healthy environment (expenvir)             |
| <input type="checkbox"/> Competitive salary (expsal)          | <input type="checkbox"/> Good physical working conditions (expcond) |
| <input type="checkbox"/> Good benefits package (expbene)      |   |

Comments:

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

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

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

Comments:

12. 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 completed by: \_\_\_\_\_ Date: \_\_\_\_\_