**Exit Interview Questionnaire**

Virginia Peninsula Community College values each of its employees and strives to maintain a positive work environment through feedback and suggestions. As an employee leaves a position, it is critical to our institution to gather recommendations as to how we can enhance our strengths as well as focus on key areas where improvement is necessary. Please take some time to answer the following questions.

All of your answers will be held in strict confidence. Thank you for your time and your assistance.

Name of Department and Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Time in Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status:  Hourly  Classified  Teaching Faculty  Administrative Faculty

1. Reason(s) for leaving (please check all that apply):

Better job opportunity  Pay cycle

Relocation  Benefits

Working conditions  Health

Retirement  Job dissatisfaction

Commuting Distance  Family Circumstances

Salary  Lack of opportunity for advancement

Promotion  Transfer to another state agency

Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Did your position offer you any challenge or opportunity for growth?

Yes  No  Rarely

If no, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Were your job duties and responsibilities fully and accurately explained to you before you were employed?

Yes  No, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Please describe your working conditions.

Good  Adequate  Poor

Suggestions for improvement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How was your work load?

Overwhelming  Manageable  Moderate  Light

6. Please describe your supervisor (check all that apply).

Supportive  Demanding

Non-judgmental  Unreasonable

Excellent Communicator  Disrespectful

Competent  Poor Communicator

Adheres to policies & procedures  Shows favorites

Other (please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. What do you think of the supervision within the college on the following points?

Always Occasionally Rarely

a. Follows policies & procedures.

b. Demonstrates fair and equal

treatment.

c. Provides recognition.

d. Promotes cooperation.

e. Resolves complaints and grievances

in a confidential manner.

8. What were your chances for advancement?

Excellent  Good  Fair  Poor

9. Were the training and professional development programs offered adequate?

Yes  No

If not, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Please rate the following benefits provided by the Commonwealth of Virginia.

Excellent Good Poor N/A

a. Rate of pay

b. Paid Holidays

c. Retirement Plan

d. Tuition Waiver

e. Life Insurance

f. Health Insurance

g. Annual Leave

h. Sick Leave

Comments regarding benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Are you leaving due to discrimination on the basis of race, color, sex, religion, national origin, age

or handicap?

Yes  No

If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you attempt to resolve the situation first with your supervisor and afterwards with Human Resources?

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12. Have you ever experienced any of the following while employed at Virginia Peninsula Community College?

Yes  No

a. Discrimination

b. Harassment

c. Favoritism

d. Unfair promotional practices

e. Unfair treatment

13. What changes and improvements would increase productivity within your position?

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14. Would you recommend this department to a friend for employment?

Yes, definitely  Yes, with reservations  No

15. Would you recommend Virginia Peninsula Community College to a friend as a place to work?

Yes, definitely  Yes, with reservations  No

16. We welcome any additional comments you would like to add concerning Virginia Peninsula Community College and your work experience here.

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Date