**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?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date