



EXIT INTERVIEW QUESTIONNAIRE

Please take a few minutes to answer the following questions. The questionnaire will not be placed in your personnel file. This information is being requested in order to help us analyze the factors which contribute to turnover. Please feel free to attach additional paper if necessary. Thank you for your time and cooperation.

Please Return to Human Resources

Name:		Date of Hire:	
Department:		Supervisor:	
Job Title:		Last Day of Work:	

1. What were the primary responsibilities/duties of your position?

2. What is the main reason you have decided to leave the City of Roswell?

- | | | |
|---|--|--|
| <input type="checkbox"/> Dissatisfaction with work content in present job | <input type="checkbox"/> Better position / opportunity for professional growth | <input type="checkbox"/> Opportunity for self-employment |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Working conditions | <input type="checkbox"/> Hours of work |
| <input type="checkbox"/> Lack of recognition | <input type="checkbox"/> Family circumstances | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Continuing education | <input type="checkbox"/> Quality of supervision | <input type="checkbox"/> Other |

3. When you depart the City of Roswell, what is your next employment endeavor?

- | | | |
|--|--|--|
| <input type="checkbox"/> Another government agency | <input type="checkbox"/> Education | <input type="checkbox"/> Leaving the workforce |
| <input type="checkbox"/> Medical / Health focus | <input type="checkbox"/> Personal / Family focus | <input type="checkbox"/> Private industry |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Retirement | <input type="checkbox"/> Self-employment |

4. Before you decided to leave, did you explore the possibility of an internal transfer/promotion to another open position within the City?

- Yes No

If yes, what happened?

5. Please rate your **immediate** manager/supervisor on the following: (place a “X” in the appropriate box for each listed behavior)

Behavior	Almost Always (3)	Sometimes (2)	Never (1)
Showed fair and equal treatment			
Provided recognition on the job			
Fostered cooperation and teamwork			
Open to ideas and suggestions			
Resolved issues/problems			
Followed City policies and procedures			
Approachable and helpful			

Comments:

6. How would you rate the following in terms of your work environment? (place a “X” in the appropriate box for each listed description)

Description	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Cooperation within your department				
Cooperation with other departments				
Communication within your department				
Communication within the City of Roswell				
Communication between you and your supervisor				
Training you received				
Potential for growth/advancement				

Comments:

7. How would you rate your workload on average?

Too Heavy About Right Too Light

8. Please rate the following part of your salary / wages and benefits plan. (place a “X” in the appropriate box for each listed item)

Item	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Salary / Wages				
Benefit Plans (medical, dental, life, FSA, STD/LTD)				
Vacation Plan				
Sick Time				
Retirement Plan				
457 Plan				

9. Are there any other benefits you would like to have seen offered? If so, please specify:

10. How frequently did you receive feedback on your job performance? Did you receive performance reviews? If so, how did you feel about them?

11. What did you like **most** about your job?

12. What did you like **least** about your job?

13. What does your new job / opportunity offer that the City of Roswell does not offer?

14. Would you recommend the City of Roswell as a place to work to a friend and/or family member?

- Yes Yes, with some reservations No