

SVCC-----EXIT INTERVIEW

ExitInterview/T Rev: 12/2003

Please fill out this form and send it in a sealed envelope to Peter Hunt, V.P. of Finance and Administrative Services. Your constructive comments will be appreciated. Recommendations for improvement and/or changes will be shared with appropriate staff. This document will NOT become part of your personnel file and will not be used against you in any way. Thank you for your cooperation.

NAME_____

POSITION_____

Resignation/Retirement Date_____

1) What is your main reason or reasons for leaving? (you may check more than one)

- A. Other employment
- ___ City
- ___ State Govt.
- ___ Fed. Govt
- ___ Self employ
- ___ Private employ
- ___ other

- B. Personal
- ___ Health
- ___ ChildCare
- ___ ChildBirth
- ___ Transportation
- ___ Marriage
- ___ spouse
- ___ school
- ___ moving
- ___ other

- C. College policy
- ___ Salary
- ___ Benefits
- ___ work condition
- ___ workload
- ___ relationship
- ___ Supervisor
- ___ Co-workers
- ___ work pressure
- ___ non challenging work
- ___ lack of promotions
- ___ job orientation
- ___ job training
- ___ retirement
- ___ other

D. Other.....comments

2) Were your job duties clearly explained to you when you were hired?

3) When you were hired, were you given proper orientation to state and college policies?

How can we improve the orientation process?

4) Please give your comments on the workload of your job.

5) Do you feel you were treated fairly by your supervisor? Explain

6) Please comment on your working conditions.

7) Give your comments on your salary. Was it adequate?

8) Give your comments on promotional opportunities at SVCC. Were they advertised properly? Were they adequate?

9) If you are leaving for another job, How is your new job better than the one you are now leaving?

10) If you are an employee in good standing, Would you consider returning to work for SVCC in the future? Why or why not?

11) Do you feel you were discriminated against while employed at SVCC in any way?

12) Have you observed any particular problem during your employ at SVCC? What was it? How do you recommend that we improve on this problem?

Employee Signature

Date