Exit Interview Questionnaire

Employee’s Name: ____________________  Job Title: ____________________

Department: ____________________  Employed From ________ to ________

Exit interview conducted by: ____________________________________________

1. Why are you leaving?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. Were you satisfied with your department as a place of work?
   Fully ________  Moderately ________  Not Really ________

3. How did you first become interested in a job in University of Wah?
   Newspaper Advertisement ________  Friend employed by UW ________
   Internet Advertisement ________  Self-initiative ________
   Recruitment Agency ________  Other ________

4. Did you fully understand what was involved in the job when it was offered?
   Fully ________  Moderately ________  Not Really ________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Throughout your employment, were you clearly informed of what was expected of you?
   Fully ________  Moderately ________  Not Really ________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. How well did you feel your salary package compensated what you actually did in your position?
   Excellent ________  Good ________  Fair ________  Poor ________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
7. How did you feel about your working environment? (e.g.: surroundings, furniture, etc.)
   Excellent _______  Good _______  Fair _______  Poor _______

8. How did your seniors treat you?
   Excellent _______  Good _______  Fair _______  Poor _______

9. How is the general morale and attitude of those around you?
   Excellent _______  Good _______  Fair _______  Poor _______

10. Did your superiors made themselves available for you?
    Excellent _______  Good _______  Fair _______  Poor _______

11. Were your superiors ethical/honest in their dealings with you?
    Excellent _______  Good _______  Fair _______  Poor _______

12. Were your concerns/ideas given due attention?
    Excellent _______  Good _______  Fair _______  Poor _______
13. **Were you empowered to do your job?**

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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</thead>
</table>

14. **Were the policies & procedures applied consistently?**

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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15. **Were your efforts given due recognition?**

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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16. **Did your department keep you informed and included?**

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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17. **Was your department concerned about your professional growth?**

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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18. **What recommendations would you have for making your department and/or the University a better place to work?**

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
19. Would you have stayed if a more-satisfactory arrangement could have been worked out?
   Yes ________ No ________
   If yes, explain:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Employee Signature: ___________________________ Date: ________________