



HUMAN RESOURCES

**CONFIDENTIAL
EXIT QUESTIONNAIRE**

Name: _____	Dept.: _____
Hire Date: _____	Last Day Worked: _____

I understand that you will soon be leaving Eastern, and I would like to request your cooperation in completing this questionnaire. Please return it to Human Resources along with your Campus Clearance Form.

This questionnaire is confidential and in reporting results, your anonymity will be maintained. Further, the information will not become part of your personnel records. The information will give us insight into turnover patterns, how working conditions and employee morale may be improved, and assist us with long range planning. It will be helpful to current and future employees of Eastern Oregon University if you will answer all questions frankly. Your answers will in no way affect your re-employment possibilities should you desire to seek employment again at EOU.

Why are you leaving Eastern Oregon University? Please mark all applicable reasons for your decision:

- | | |
|---|--|
| <input type="checkbox"/> Self-employment
<input type="checkbox"/> Educational Pursuits
<input type="checkbox"/> Health/family circumstances
<input type="checkbox"/> Dissatisfied with type of work
<input type="checkbox"/> Dissatisfied with working conditions
<input type="checkbox"/> Retirement
<input type="checkbox"/> Benefits
<input type="checkbox"/> Secured another position. Where? What kind of work _____
_____ | <input type="checkbox"/> Transfer to another state agency
<input type="checkbox"/> Reduce commuting time
<input type="checkbox"/> Desire to stay home
<input type="checkbox"/> Salary
<input type="checkbox"/> Dissatisfied with supervisor
<input type="checkbox"/> Relocation
<input type="checkbox"/> Dissatisfied with work schedule
<input type="checkbox"/> Other (please explain) _____
_____ |
|---|--|

How would you rate the following:

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Orientation to job	_____	_____	_____
Cooperation within department	_____	_____	_____
Cooperation with other departments	_____	_____	_____
Communication within department	_____	_____	_____
Communication within University	_____	_____	_____
Customer service within department	_____	_____	_____
Customer service within University	_____	_____	_____

Workload _____
Training/Staff Development _____

<u>How would you rate your supervisor on the following:</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Demonstrates fair and equal treatment	_____	_____	_____
Provides recognition on the job	_____	_____	_____
Resolves complaints/grievances	_____	_____	_____
Follows consistent policies	_____	_____	_____
Keeps employees informed	_____	_____	_____
Encourages feedback, suggestions	_____	_____	_____
Knowledgeable regarding staff accomplishments	_____	_____	_____
Expresses instructions clearly	_____	_____	_____
Develops cooperation	_____	_____	_____

If you are going to another job, what does that job offer that your job at Eastern did not?

What constructive comments would you have for the administration regarding making this a better place to work?

What are some of the factors that helped to make your employment enjoyable?
