



**HUMAN RESOURCES DEPARTMENT**

**CONFIDENTIAL EXIT QUESTIONNAIRE**

Name

Department

Hire date (approximate is fine)

Last day worked

I understand that you are leaving Eastern. If you would like to complete this Exit Form it may be helpful in fixing things that were unsatisfactory and continue things that you found good. Thank you.

This questionnaire is confidential and in reporting results, your anonymity will be maintained. Further, the information provided will not become part of your personnel records. The information may give 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"/> Transfer to another state agency |
| <input type="checkbox"/> Educational Pursuits                                | <input type="checkbox"/> Reduce commuting time            |
| <input type="checkbox"/> Health/family circumstances                         | <input type="checkbox"/> Desire to stay home              |
| <input type="checkbox"/> Dissatisfied with type of work                      | <input type="checkbox"/> Salary                           |
| <input type="checkbox"/> Dissatisfied with working conditions                | <input type="checkbox"/> Dissatisfied with supervisor     |
| <input type="checkbox"/> Retirement  | <input type="checkbox"/> Relocation                       |
| <input type="checkbox"/> Benefits  | <input type="checkbox"/> Dissatisfied with work schedule  |
| <input type="checkbox"/> Secured another position. Where? What kind of work? |   |

Other reason(s) (please explain)

**CONFIDENTIAL EXIT QUESTIONNAIRE (continued)**

<b>How would you rate the following:</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
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			
<b>How would you rate your supervisor on the following:</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
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?

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

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

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Thank you again.