

## EXIT INTERVIEW QUESTIONNAIRE

We are interested in your opinion on matters relating to your employment at the Diocese of Kansas City-St. Joseph. Please complete this questionnaire on your work experience here and return it to the HR Department. We will use this information to evaluate our current practices and to make changes as appropriate.

Employee Name \_\_\_\_\_

Manager \_\_\_\_\_

Job Title \_\_\_\_\_

Service Area Director \_\_\_\_\_

Department \_\_\_\_\_

Moderator of Curia \_\_\_\_\_

Hire Date \_\_\_\_\_

Exit Date \_\_\_\_\_

### PERSONAL INFORMATION

1. How long were you employed by the Diocese of Kansas City-St. Joseph?  
 less than 1 year     between 1 year and 3 years     over 3 years
2. What is the *primary* reason you decided to leave? Please write #1 on the appropriate line.
3. What is the *secondary* reason you decided to leave? Please write #2 on appropriate line.

- Advancement opportunities not available
- Benefits unsatisfactory
- Career change
- Health – Personal or relative
- Job elimination
- Overtime excessive
- Personal – Other
- Relationship with manager unsatisfactory
- Relocation
- Retirement

- Return to school
- Salary unsatisfactory
- Stay at home
- Training was inadequate
- Type of work unsatisfactory
- Work conditions unacceptable
- Work location unsatisfactory
- Work schedule unsatisfactory
- Workload unfair or too heavy

4. If you are going to another job, will it be the same type of work?  Yes     No  
 If no, what type of work will you be doing? \_\_\_\_\_
5. Could anything have been done to prevent you from leaving the Diocese?  Yes     No  
 If yes, what could we have done? \_\_\_\_\_

### MANAGEMENT

	Always	Usually	Sometimes	Rarely	Never
1. Communicated clear expectations and performance standards.	5	4	3	2	1
2. Communicated information needed to do my job.	5	4	3	2	1
3. Provided timely feedback regarding performance and needed improvements.	5	4	3	2	1
4. Delivered timely performance appraisals.	5	4	3	2	1
5. Provided training/equipment that helped me do my job.	5	4	3	2	1
6. Provided coaching for career development.	5	4	3	2	1
7. Recognized employees for a job well done.	5	4	3	2	1
8. Answered questions accurately and in a timely manner.	5	4	3	2	1
9. Listened to and resolved employees' concerns.	5	4	3	2	1
10. Treated employees <u>without</u> favoritism.	5	4	3	2	1
11. Followed Diocese policies and practices.	5	4	3	2	1
12. Exhibited willingness to admit and correct mistakes.	5	4	3	2	1
13. Encouraged feedback and welcomed suggestions.	5	4	3	2	1

**DEPARTMENT**

	Always	Usually	Sometimes	Rarely	Never
1. The employees within my department cooperate to get the job done.	5	4	3	2	1
2. My department and other Diocesan departments cooperate to get the job done.	5	4	3	2	1
3. My department operates productively and efficiently.	5	4	3	2	1
4. The workload within my department is fairly distributed.	5	4	3	2	1

**DIOCESE**

1. Why did you originally join the Diocese?

2. What did you like most about working for the Diocese?

3. What did you like least about working for the Diocese?

4. Compared to other employers where you have worked, how would you rate the Diocese as a place to work?

Better than  
Most  
3

About the  
Same  
2

Worse than  
Most  
1

5. Would you consider working for the Diocese again?  
Please explain in the space provided below:

\_\_\_\_\_ Yes

\_\_\_\_\_ No