

## EXIT INTERVIEW QUESTIONNAIRE

We are interested in your opinion on matters relating to your employment at the [Location Name]. Please complete this questionnaire on your work experience here and return it to the Business Manager. We will use this information to evaluate our current practices and to make changes as appropriate.

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

Manager: \_\_\_\_\_

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

Pastor: \_\_\_\_\_

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

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

### PERSONAL INFORMATION

1. How long were you employed by [Location Name]?  
 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 [Location Name]?  Yes     No  
 If yes, what could we have done? \_\_\_\_\_

### MANAGEMENT

	Often	Usually	Sometimes	Rarely
1. Communicated clear expectations and performance standards.	5	4	3	2
2. Communicated information needed to do my job.	5	4	3	2
3. Provided timely feedback regarding performance and needed improvements.	5	4	3	2
4. Delivered timely performance appraisals.	5	4	3	2
5. Provided training/equipment that helped me do my job.	5	4	3	2
6. Provided coaching for career development.	5	4	3	2
7. Recognized employees for a job well done.	5	4	3	2
8. Answered questions accurately and in a timely manner.	5	4	3	2
9. Listened to and resolved employees' concerns.	5	4	3	2
10. Treated employees <u>without</u> favoritism.	5	4	3	2
11. Followed Diocese policies and practices.	5	4	3	2
12. Exhibited willingness to admit and correct mistakes.	5	4	3	2
13. Encouraged feedback and welcomed suggestions.	5	4	3	2

<b>DEPARTMENT</b>				
	Always	Usually	Sometimes	Rarely
1. The employees within my department cooperate to get the job done.	5	4	3	2
2. My department and other parish/school departments cooperate to get the job done.	5	4	3	2
3. My department operates productively and efficiently.	5	4	3	2
4. The workload within my department is fairly distributed.	5	4	3	2

**Parish/School**

1. Why did you originally join

  
  
  

2. What did you like most about working here?

  
  
  

3. What did you like least about working here?

  
  
  

4. Compared to other employers where you have worked, how would you rate [Location Name] as a place to work?

Better than Most 3	About the Same 2	Worse than Most 1
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5. Would you consider working here again?  
Please explain in the space provided below:

\_\_\_\_\_ Yes      \_\_\_\_\_ No

# EXIT INTERVIEW QUESTIONNAIRE

Page \_\_\_\_ of \_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Reason for Leaving

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Comments about the Position

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Comments about Management

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Overall

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