 **EXIT INTERVIEW**

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

Campus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

You may meet with the person of your choice to conduct the exit interview. It would be very helpful to UW Colleges if you would honestly and candidly answer the following questions. This information assists us in the continual assessment of areas, which need to be reviewed for improvement.

1. Reason for leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What did you like about your job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What did you dislike about your job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. How would you rate the following: (circle rating)

  **Excellent Good Average Fair Unacceptable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cooperation within department | 5 | 4 | 3 | 2 | 1 |
| Cooperation with other departments | 5 | 4 | 3 | 2 | 1 |
| Orientation to job when hired | 5 | 4 | 3 | 2 | 1 |
| Adequacy of training | 5 | 4 | 3 | 2 | 1 |
| Communication within my department | 5 | 4 | 3 | 2 | 1 |
| Communication with other departments | 5 | 4 | 3 | 2 | 1 |
| Workload | 5 | 4 | 3 | 2 | 1 |
| Pay | 5 | 4 | 3 | 2 | 1 |

1. Do you have any suggestions to improve the colleges’ procedures?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. How would you rate the following:

**CEO/Dean of Campus Excellent Good Average Fair Unacceptable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Overall evaluation of dean’s leadership | 5 | 4 | 3 | 2 | 1 |
| Communication | 5 | 4 | 3 | 2 | 1 |
| Willingness to listen & act upon concerns | 5 | 4 | 3 | 2 | 1 |

**Immediate Supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Demonstrates fair & equal treatment | **5** | **4** | **3** | **2** | **1** |
| Provides recognition on the job | **5** | **4** | **3** | **2** | **1** |
| Follows consistent policies & practices | **5** | **4** | **3** | **2** | **1** |
| Keeps employees informed | **5** | **4** | **3** | **2** | **1** |
| Encourages feedback & suggestions | **5** | **4** | **3** | **2** | **1** |
|  | **5** | **4** | **3** | **2** | **1** |
|  | **5** | **4** | **3** | **2** | **1** |
|  | **5** | **4** | **3** | **2** | **1** |

1. What suggestions do you have for management to make UW Colleges a better place to work?

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After completion of Exit Interview Form, please return to campus Human Resources (nena.beier@uwc.edu)

OR the UWC Human Resources Office at:

* Email: hrstaff@uwc.edu
* Fax: 608-263-9784
* Address: UW Colleges Human Resources Office, 432 N Lake St, Room 103, Madison, WI 53706

**Thank you for your cooperation!**