

# SAGINAW VALLEY STATE UNIVERSITY

## Exit Interview Questionnaire

At SVSU, it is our policy to conduct an exit interview in order to help us identify ways of improving our culture, management and conditions of employment, and as a method of monitoring how we are doing as an employer. Please complete and return this questionnaire to Employment & Compensation Services, Wickes 373. The results will not be included in your personnel file. Exit interviews are voluntary, and your honest opinions are appreciated.

Name \_\_\_\_\_ Separation Date \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

**1. Please indicate any and all factors that influenced your decision to leave and explain below.**

- |                                |                                      |
|--------------------------------|--------------------------------------|
| _____ Continuing my education  | _____ Compensation                   |
| _____ Health reasons           | _____ Treated unfairly               |
| _____ Family circumstances     | _____ Career development/advancement |
| _____ Moving                   | _____ Job satisfaction               |
| _____ Retirement               | _____ SVSU environment               |
| _____ New job                  | _____ Supervisor conflicts           |
| _____ Current work environment | _____ Benefits                       |
| _____ Job functions            | _____ Other                          |

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**2. Could anything have been done to prevent you from leaving?**

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**3. Can you offer some suggestions as to how SVSU can be a better place to work with respect to:**

- Attitude/Behavior \_\_\_\_\_
- Training/Professional Development \_\_\_\_\_
- Feedback \_\_\_\_\_
- Communication (appreciation, recognition, involvement) \_\_\_\_\_
- Compensation (salary, reviews, vacation, other fringe benefits) \_\_\_\_\_

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4. **Would you recommend SVSU as a place of employment? If not, please explain.**

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5. **Would you consider re-employment at SVSU? If not, please explain.**

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6. **Additional Comments**

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your assistance. Best wishes for your future endeavors!**

Please return this form to Employment & Compensation Services, Wickes 373.