

6-16-08

Exit Interview FY 08 Instruction Sheet

The exit interview template will be given to the employee to have them fill it out. If the employee does not wish to do these themselves then it can be filled out during the exit interview process.

To send a blank exit interview you can find the template in H:\ personnel office\ exit interview\ exit interview template 6-08. Once an employee has completed the process of filling the interview sheet out you can then cut and past the answers into the exit interview FY 08 work sheet. Each entry will then tally at the bottom of the work sheet.

The worksheet is designed to have one worksheet for each question asked on the exit interview. So once you have the Division/Unit and Length of Service filled in on question number one and sheet one, you can copy and paste the answer to the following pages.

Once you have the Division/Unit and Length of Service filled in you will want to fill in the following for each page.

Page 1; Fill in the answer by either typing it or copy and paste into column B.

1. What factors led you to accept a position with the Department of Personnel?

Page 2; Fill in the answer by either typing it or copy and paste into column B.

2. Were your expectations realized?

Page 3; Fill in the answer by either typing it or copy and paste into column B.

3. If not, why?

Page 4; Fill in the answer by either typing it or copy and paste into column B.

4. Were your duties and expectations accurately described when you accepted the position?

Page 5; Fill in the answer by either typing it or copy and paste into column B.

5. How much of your skills were utilized in the completion of projects?

Page 6; Fill in the answer by either typing it or copy and paste into column B.

6. What factors helped make your employment enjoyable for those parts you liked?

Page 7; Fill in the answer by either typing in a one in columns B, C, D, E and or F depending on how the question was answered. The worksheet will automatically tally the columns for you and the worksheet.

| 7. What did you think of the following in your position? | | | | Above | |
|---|-------------|-------------|-------------|----------------|------------------|
| (Place a one under the scoring) | Poor | Fair | Good | Average | Excellent |
| New employee orientation | | | | | |
| Physical working conditions | | | | | |
| Equipment provided | | | | | |
| Adequacy of training | | | | | |
| Fellow workers | | | | | |
| Cooperation within the agency | | | | | |
| Workload | | | | | |

Page 8; Fill in the answer by either typing in a one in columns B, and or C depending on how the question was answered. The worksheet will automatically tally the columns for you and the worksheet.

| 8. Did your supervisor demonstrate fair and equal treatment? | | |
|---|------------|-----------|
| (Place a one under the answer either yes or no) | Yes | No |
| Provide recognition | | |
| Resolve complaints and problems | | |
| Follow consistent policies and practices | | |
| Inform employees of job related matters | | |
| Encourage response and suggestions | | |
| Know employees performance and accomplishments | | |
| Express instruction clearly | | |

Page 9; Fill in the answer by either typing in a one in columns B, C, D, E and or F depending on how the question was answered. The worksheet will automatically tally the columns for you and the worksheet.

| 9. How did you regard the following? | | | | | |
|---|-------------|-------------|-------------|----------------------|------------------|
| (Place a one under the rating) | Poor | Fair | Good | Above Average | Excellent |
| Salary | | | | | |
| Career development opportunities | | | | | |
| Performance evaluations | | | | | |
| Administrative polices/procedures | | | | | |
| Communication among employees | | | | | |
| Employee morale | | | | | |

Page 10; Fill in the answer by either typing in a one in columns B, and or C depending on how the question was answered. The worksheet will automatically tally the columns for you and the worksheet.

| 10. Did any of the following influence your decision to leave? | | |
|---|-----|----|
| (Place a one under either yes or no) | Yes | No |
| Securing a better position | | |
| Dissatisfaction with the type of work | | |
| Working conditions | | |
| Salary | | |
| Supervisor | | |
| Other reasons (Please explain) | | |

Page 11; Fill in the answer by either typing it or copy and paste into column B.

11. If you accepted another position, what does that offer that this one does not?

Page 12; Fill in the answer by either typing it or copy and paste into column B.

12. Would you recommend this agency to a friend as a place to work? Why or why not?

Page 13; Fill in the answer by either typing it or copy and paste into column B.

13. What constructive comments do you have for management to make our agency a better place to work?

Page 14; Fill in the answer by either typing it or copy and paste into column B.

14. What do you consider to be the biggest challenge this agency is faced with now and/or needs to overcome?

Page 15; Fill in the answer by either typing it or copy and paste into column B.

15. If you could be the Director for one day, what would you do?

Page 16; Fill in the answer by either typing it or copy and paste into column B.

16. If there was one change you could make, what would it be?

Page 17; Fill in the answer by either typing it or copy and paste into column B.

17. What advice would you give your replacement?

Page 18; Fill in the answer by either typing it or copy and paste into column B.

18. Would you consider re-employment?

Page 19; Fill in the answer by either typing it or copy and paste into column B.

19. Additional thoughts:

You have 20 entry that are set up in the formula for you, if for some reason you need to add more entries then you will have to copy the last entry and paste in the number of entries needed. Please notice that the last entry does not have a number in place; this is so you can add as many entries as needed. Make sure your last entry is left blank again where the number is.

Then if the text is going straight across the page click on the box that the text is in and follow the steps below.

- Go to "Format" at the top of your screen so the drop down menu pops up
- Click on cell
- Go to Alignment
- Then "Wrap Text"
- Click the box "Wrap Text" a check mark will appear in the box.
- Click "OK" at the bottom

Now the text should all fit in the box instead of spreading across the page.

-For pages seven, eight, nine and ten you will want to cut the final line which is "Total Overall" and paste it below your new entries.

- To check the formula to ensure it is working you will want to make sure all new entry total lines have been added into the formula.
- If you put your curser on the first total box, it will show you the formula and will highlight the boxes that are in the formula.
- If you are missing any entries then just click at the end of the formula in the "fx box" at the top of the page and then "+" and added all entries that are missing.
- They will high light for you as you add them.
- Hit "enter" and the formula will re-calculate. Then copy and paste the new formula into any other columns as needed.