

Exit Interview

Date:

To:

From: Terry Wilson, Human Resources Director

Subject: Exit Interview

As an employee leaving employment with the Department of General Administration, it is my desire to conduct an exit interview with you. The purpose of an exit interview is to gain meaningful insight of your experiences, both positive and negative, and to use this information to help bring about improvements and positive changes to the working environment at GA.

Normally, the exit interview is done within the last few days of employment. I would like to set up a time to meet with you. Please contact me to set up a time convenient for you.

To help make this interview as productive as possible, and am attaching the list of questions we will be discussing at your interview. Please take a few minutes to review these questions before our meeting.

This process is intended to help the management team make the Department of General Administration the best organization it can be. The information you provide will be shared only in a general sense with the team and will not be placed in your personnel file. I appreciate your willingness to participate in this discussion.

Exit Interview Questions

Name: _____

Title: _____

Program: _____

Resignation Date: _____

Length of Service: _____

1. What things about the Department of General Administration as a state agency did you particularly like?

2. What things about your job did you particularly like?

3. Do you feel you have been treated fairly? If no, please give details.

4. Do you feel your expectations of the agency when you first hired were accurate? If no, please give details.

5. Name of your immediate Supervisor: _____

6. Do you feel your supervisor lived up to the expectations you had of him/her when you were first hired? If no, please give details.

7. Do you feel your supervisor adequately explained to you the duties and responsibilities of your position, as well as their expectations of you? If no, please explain.

8. How would you characterize the quality/quantity of supervision you received? (Poor, fair, good above average, excellent). What would you have wanted done differently?

9. Do you feel you received adequate information, in general, about working for the Department of General Administration (benefits, sick/vacation leave, opportunities of advancement, etc)? If no, what additional information would you have liked to receive?

10. Please list how you feel about the following: (Favorable, Satisfactory or Unsatisfactory). If unsatisfactory, please explain.

Your job assignment:

Your progress on the job:

Your salary:

Your supervisor:

Your coworkers:

General working conditions:

Promotional opportunities:

Agency management:

Department support of employee concerns:

Workload:

Recognition of a job well done:

On-the-job training:

Other training:

Internal communication of information and/or goals between you and your supervisor:

Internal communication of information and/or goals within the office:

Internal communication of information and/or goals within the department:

Internal communication of information and/or goals between management and line staff:

Employee Morale:

Performance Evaluation Process:

