



EXIT INTERVIEW

Date: / /

Section I: Jobholder Information

Full name:	Job ID number:
Department / Unit:	Job title:
Date of appointment in the University:	Current academic year:

Section II: Reasons

What are the reasons for leaving?		
<input type="checkbox"/> Higher pay	<input type="checkbox"/> Better benefits	<input type="checkbox"/> Better career opportunity
<input type="checkbox"/> Improved work life balance employees	<input type="checkbox"/> Career change	<input type="checkbox"/> Conflict with other
<input type="checkbox"/> Conflict with managers	<input type="checkbox"/> Family and/or personal reasons	
<input type="checkbox"/> University instability	<input type="checkbox"/> Others	
Comments:		

Section III: Rate University & Job

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Job was challenging	5	4	3	2	1
2	There were sufficient opportunities for advancement	5	4	3	2	1
3	Workload was manageable	5	4	3	2	1
4	Your skills were effectively used	5	4	3	2	1
5	Sufficient resources and staff were available	5	4	3	2	1
6	Your relationship with your manager	5	4	3	2	1
7	Your colleagues listened and appreciated your suggestions and collaboration	5	4	3	2	1
8	You had access to adequate training and development programs	5	4	3	2	1
9	The salary was adequate in relation to responsibilities	5	4	3	2	1
10	The job matches your expectations	5	4	3	2	1
11	Salary was paid on time	5	4	3	2	1
12	Other benefits were good	5	4	3	2	1
13	How do you see the strategic plan for university?	5	4	3	2	1

If you could change anything about your job or the university, what would it be?

Section III:

Employee's Signature:	Date:
	Date:

