



EXIT INTERVIEW QUESTIONNAIRE

Please respond to the following questions. Your comments/responses are appreciated and will be helpful in assisting Terra to grow as an institution. Responses will be compiled on aggregate level to identify themes. Your answers will be shared where necessary to improve college procedures and processes. This questionnaire will not become part of your personnel file.

Employee Name (optional): _____

Date of Separation: _____ Years of Service: _____

1. Please check all reasons that contributed to your decision to leave your current position:

- | | |
|---|--|
| <input type="checkbox"/> Better Job Opportunity | <input type="checkbox"/> Moving from area |
| <input type="checkbox"/> Quality of supervision | <input type="checkbox"/> Lack of opportunity for advancement |
| <input type="checkbox"/> Working conditions | <input type="checkbox"/> Family/Personal circumstances |
| <input type="checkbox"/> Commuting distance | <input type="checkbox"/> Lack of recognition |
| <input type="checkbox"/> Returning to school | <input type="checkbox"/> Salary/benefits |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Other (please explain) _____ |

2. Please rate from 1-4 the extent to which TCC succeeded in the following areas:

1 = Very Good, 2=Good, 3=Satisfactory, 4=Needs Improvement

Friendliness and cooperation within your department
Please explain: _____

Cooperation with other departments
Please explain: _____

Resources (information/equipment/technology/training/other) provided to do job
Please explain: _____

Opportunities provided to help you grow professionally
If not, what suggestions do you have? _____

3. What changes should be made to enable someone to do this job better? (Consider such things as instruction, communications, procedures, cooperation of others, supervision received, physical surroundings, etc.)

4. Please give ONE suggestion for a process or activity on which the college could improve:

5. Do you have anything else you would like to add?

6. If your address will be changing, provide an address to which any future correspondence (such as W2) may be sent:
