

## Exit Interview Questionnaire

We would appreciate your taking the time to answer the following questions about your decision to terminate your employment with the University. This information will assist us in analyzing our employee turnover and in making this institution of higher education a better place to work. Please answer these questions honestly as your responses will be treated confidentially and will not be placed in your employment file.

**Name:** \_\_\_\_\_ **Dates of Employment:** from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

1) *What factors contributed to you accepting a position with Roger Williams University (RWU)?*

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2) *Did you understand the job expectations of the position when you were hired?*

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3) *Did you receive department-specific orientation and support in meeting these expectations?*

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4) *Please rate the following on a scale of 1-5 (5 being the most positive):*

Enjoyment of your work	( )	Opportunity for growth	( )	Fairness of workload	( )
Compensation	( )	Group insurance benefits	( )	Work environment	( )
Quality of training	( )	Quality of supervision	( )	Recognition for Accomplishments	( )
Other benefits such as vacation, holidays, etc ( )					

5) *What did you enjoy the most about working for RWU?* \_\_\_\_\_

*What did you enjoy the least?* \_\_\_\_\_

6) *What is your reason for leaving?* \_\_\_\_\_

7) *Could this organization have done something to prevent you from leaving?*

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8) *If asked, would you recommend employment at the University/Law School to a prospective employee?*

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9) *Please comment on other areas that you believe would improve the workplace quality?*

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**Employee Signature:**

**Date:**

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**HR Representative:**

**Date:**

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