MEDGAR EVERS COLLEGE
The City University of New York

OFFICE OF HUMAN RESOURCES (OHR)
1650 Bedford Avenue, Brooklyn, New York 11225
(718) 270-6910 (PHONE)
(718) 270-6909 (FAX)

Exit Interview Form- Confidential

Employee Name _____ Social Security_____

Location/Department _____ Job Title _____

Hire Date _____ Termination Date _____

Starting Position: _____ Ending Position: _____

Starting Salary: _____ Ending Salary: _____

Part I: Reason for Leaving

More than one reason may be given if appropriate. However, please circle primary reason.

- **RESIGNATION**
  ( ) Took another position
  ( ) Family
  ( ) Health/Physical disability
  ( ) Relocation to another city
  ( ) Travel difficulties
  ( ) To attend school
  ( ) Dissatisfaction with salary
  ( ) Dissatisfaction with type of work
  ( ) Dissatisfaction with supervisor
  ( ) Dissatisfaction with co-workers
  ( ) Dissatisfaction with working conditions
  ( ) Military leaves of absence (6 mo, or more)
  ( ) Other (Specify) _____

- **RETIREMENT** ( ) Early retirement ( ) Voluntary retirement

- **OTHER**
  ( ) End of Contract Period
  ( ) Lack of funds
  ( ) Elimination of Position
  ( ) Failure to return from leave of absences

  Plans after Leaving: _____
  _____
  _____

Part II: Comments/Suggestions for Improvement

1. What did you like *most* about your job? _____
   _____

2. What did you like *least* about your job? _____
   _____

3. How did you feel about pay and benefits?

	Excellent	Good	Fair	Poor
• Rate of pay for your job	( )	( )	( )	( )
• Paid Holiday	( )	( )	( )	( )
• Paid Vacation	( )	( )	( )	( )
• Retirement Plan	( )	( )	( )	( )
• Medical coverage for self	( )	( )	( )	( )
• Medical coverage for dependents	( )	( )	( )	( )
• Life Insurance	( )	( )	( )	( )
• Sick Leave	( )	( )	( )	( )

4. How do you feel about the following?

	Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied
• Opportunity to use your abilities	( )	( )	( )	( )	( )
• Recognition for the work you did	( )	( )	( )	( )	( )
• Training you received	( )	( )	( )	( )	( )
• The information you received on policies, programs, projects, and problems.	( )	( )	( )	( )	( )
• The information you received on departmental policies and organizational structure	( )	( )	( )	( )	( )
• Promotion policies and practices	( )	( )	( )	( )	( )
• Discipline policies and practices	( )	( )	( )	( )	( )
• Job transfer policies and practices	( )	( )	( )	( )	( )
• Performance review policies practices	( )	( )	( )	( )	( )
• Physical working conditions	( )	( )	( )	( )	( )

Comments:_____

_____

_____

Part II: Comments/Suggestions for Improvement

5. What did you think of your supervisor on the following points:

	Almost Always	Usually	Sometimes	Never
• Was consistently fair	( )	( )	( )	( )
• Provided recognition	( )	( )	( )	( )
• Resolved complaints	( )	( )	( )	( )
• Was sensitive to employees' needs	( )	( )	( )	( )
• Provided feedback on performance	( )	( )	( )	( )
• Was receptive to open communication	( )	( )	( )	( )
• Followed MEC policies	( )	( )	( )	( )

6. How would rate the following:

	Excellent	Good	Fair	Poor
• Cooperation within your department/program	( )	( )	( )	( )
• Cooperation with other department	( )	( )	( )	( )
• Personal job training	( )	( )	( )	( )
• Equipment provided (materials, resources, facilities)	( )	( )	( )	( )
• Career development/Advancement Opportunities	( )	( )	( )	( )

Comments:
_____
_____
_____

7. Was the work you were doing what you expected it would be? Yes_____ No_____

Comments:
_____
_____
_____

8. Did you consider your workload: Too heavy ( ) About right ( ) Too light ( )

9. a) If you are taking another job, what kind of work will you be doing?

_____

b) What has your new place of employment offered you that is more attractive than your present job?

_____

Part II: Comments/Suggestions for Improvement

10. Could we have made any improvements that might have influenced you to stay on the job?_____
_____

11. Would you recommend the College to a friend as a good organization work for?

Most definitely ( ) With reservations ( ) No ( )

12. What suggestions do you have to make Medgar Evers College a better place to work?
_____
_____
_____

13. Other remarks: _____
_____
_____

_____ _____
Employees Signature (optional) **Date**

OFFICE OF HUMAN RESOURCES USE ONLY

( ) Comments: _____

_____

_____

_____

_____ _____
Human Resources Representative **Date**