

Department of Administration
EXIT INTERVIEW QUESTIONNAIRE

We believe your perspectives on employment at the Department of Administration can help make this a better place to work. As you leave us, we would like to ask you to share your opinions by completing the following questionnaire. Your open and honest answers will help us to understand our strengths and help us to recognize our needs for improvement in specific areas.

Please mail the form to the Department of Administration, Human Resources Management Office, 1322 Mail Service Center, 116 W. Jones Street, Raleigh, North Carolina 27699-1322. If you wish to schedule a personal interview, in addition to completing this questionnaire, please contact Employee Relations Manager at 919-733-4606.

Your completed questionnaire will be used to study trends in employee turnover. Your responses will be held in strict confidence and will not become a part of your personnel record. You may choose to sign this exit interview form if you would like, but it is entirely voluntary.

1. How long have you been employed with the Department of Administration?

- Less than 1 year 2 to 5 years 11 to 20 years
 1 to 2 years 6 to 10 years 21 or more years

2. What is your race?

- Black Asian Native American
 White Hispanic Other

3. Indicate your age range.

- Less than 20 years 30-39 years 50-59 years
 20 to 29 years 40-49 years 60 or more years

4. Indicate your gender.

- Female Male

5. Job Title: _____

6. Indicate your reason(s) for leaving. (Check all items that apply to you.)

<input type="checkbox"/> To attend school	<input type="checkbox"/> Conflict with supervisor	<input type="checkbox"/> Retirement
<input type="checkbox"/> Personal/family obligations	<input type="checkbox"/> More meaningful work	<input type="checkbox"/> Job closer to home
<input type="checkbox"/> More challenging work	<input type="checkbox"/> Better career opportunities	<input type="checkbox"/> Health condition/disability
<input type="checkbox"/> More money	<input type="checkbox"/> Better retirement benefits	<input type="checkbox"/> Career change
<input type="checkbox"/> Military service	<input type="checkbox"/> Relocation	<input type="checkbox"/> Conflict with coworker(s)
<input type="checkbox"/> Job stress	<input type="checkbox"/> Better health care benefits	<input type="checkbox"/> Not valued/appreciated
<input type="checkbox"/> Poor working conditions	<input type="checkbox"/> Maternity	<input type="checkbox"/> Reduction in force

Use one of the following responses to indicate the one response that best matches your opinion for each of the following questions.

SA = Strongly Agree
A = Agree

NA = Neither Agree or Disagree

D = Disagree
SD = Strongly Disagree

		SA	A	NA	D	SD
7.	My work was meaningful to me.	<input type="checkbox"/>				
8.	My work was challenging.	<input type="checkbox"/>				
9.	I was paid fairly for my work.	<input type="checkbox"/>				
10.	I felt valued as an employee.	<input type="checkbox"/>				
11.	My supervisor treated me fairly.	<input type="checkbox"/>				
12.	My supervisor treated me with respect.	<input type="checkbox"/>				
13.	My supervisor gave me clear instructions.	<input type="checkbox"/>				
14.	My supervisor had good people skills.	<input type="checkbox"/>				
15.	The workload was distributed fairly.	<input type="checkbox"/>				
16.	My workload was reasonable.	<input type="checkbox"/>				
17.	My performance appraisals were meaningful.	<input type="checkbox"/>				
18.	My coworkers were pleasant to be around.	<input type="checkbox"/>				
19.	My coworkers were willing to help me.	<input type="checkbox"/>				
20.	I had opportunities for career advancement.	<input type="checkbox"/>				
21.	I was given opportunities for training.	<input type="checkbox"/>				
22.	My work unit was adequately staffed.	<input type="checkbox"/>				
23.	My work environment was pleasant.	<input type="checkbox"/>				
24.	My good work was recognized.	<input type="checkbox"/>				
25.	Management listens to employees.	<input type="checkbox"/>				
26.	Management looks out for employee interests.	<input type="checkbox"/>				
27.	Policies and procedures were helpful.	<input type="checkbox"/>				
28.	I would recommend this as a good place to work.	<input type="checkbox"/>				

Please use an additional sheet to make other comments about your reasons for leaving or about your work experience in the Department of Administration.