



EXIT INTERVIEW

This material has been designed to give you an opportunity to discuss those areas of your job with Queens College which are of most interest and importance to you. Please feel free to express how you view your term of employment with Queens College. The value of this information depends on the frankness and care with which you answer the questions.

As well as you can recall, was the initial description of the job you applied for fairly accurate? _____

If not, what might have been added to be helpful? _____

What might be added to our present orientation procedures for new employees to acquaint new staff members with the College? _____

Do you feel that you received an adequate understanding of the requirements of your job? Which duties would a clearer understanding have been helpful? _____

With most positions there are some things we like and some things we don't like. What are some of the things you liked most about your job? _____

Liked least? _____

What areas of your work do you feel that you were most successful in performing? _____

Looking at your job as a whole, what would you say that you have gained as a result of your employment with the College? _____

Were you able to participate in additional training opportunities other than on-the-job training?
If so, please describe _____

What changes do you think should be made which would help you do this job better or more easily? (Consider such things as instruction, communications, procedures, cooperation of others, supervision received, physical surroundings, etc.) _____

Did you receive a promotion while employed with the College? _____

Did you apply for a promotion or transfer while with the College? _____

Did you receive regular evaluations of your work performance so that you had some indication about your progress on the job? _____

Name _____

Department _____

Reason for Leaving _____

Length of Service _____ **Job Title** _____

_____ **I request that the material on this form be retained by Human Resources on a confidential basis.**

_____ **My evaluation may be reviewed by the department, if appropriate.**