



Confidential Exit Interview Form

Please note that this form will be kept separate from your personnel file.

[] By checking this box, I authorize NJIT-Human Resources to share this information on a need to know basis with any appropriate parties.

Employee Name: _____ Position: _____

Department: _____ Manager: _____

Hire Date: ___/___/___ Separation Date: ___/___/___

Name of Interviewer: _____ Interview Date: ___/___/___

Forwarding Address (if applicable – need for taxes):

Street Address

City State Zip

I. General Background Information

Please check one for each of the following categories.

Most Recent Position

- Administrative/Managerial Professional
- Office Support
- Technical
- Services and Maintenance
- Skilled Trade

Length of Service

- Less than one year
- One but less than two
- Two but less than five
- Five but less than ten
- Ten or more

Education

- Less than high school
- High School Degree or equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Ph.D
- Other: _____

Affirmative Action Status

Racial or Ethnic Group

- Native American/Alaskan Native
- Asian Pacific Islander
- Black, not Hispanic Origin
- Hispanic
- White, not Hispanic Origin

Age Group

- Under 30
- 30-39
- 40-49
- 50-59
- 60 and over

Disabled or Veteran

- Disabled
- Veteran Disabled
- Vietnam Era Veteran
- Other Veteran

Gender

- Female
- Male

II. Reasons for Leaving

A. What prompted you to seek other employment?

- [] Type of work
- [] Benefits
- [] Career advancement/opportunity
- [] Conflict with supervisor/colleague
- [] Family circumstances
- [] Childcare
- [] Layoff
- [] Retired
- [] Return to school
- [] Military reasons
- [] Other: _____
- [] Compensation
- [] Lack of recognition
- [] Work conditions
- [] Campus safety
- [] University culture
- [] Self-employment
- [] Funding for position discontinued
- [] Did not receive tenure
- [] End of appointment
- [] Did not pass probationary period

Additional comments on above question: _____

B. Before making a decision to leave, did you investigate other options that would enable you to

stay at NJIT? Yes No

If "yes", describe: _____

Please rate the following: 1 strongly agree 3 moderately agree 5 strongly disagree

III. Concerning Your Position

A. You received adequate training and job instructions for your job duties	1	2	3	4	5
B. You were provided with the support and resources needed to perform your job	1	2	3	4	5
C. Your workload was appropriate (just right most of the time) to your position	1	2	3	4	5
D. Your department dealt fairly and equitably with staff	1	2	3	4	5
E. You were able to maintain a work and family balance	1	2	3	4	5
F. The general physical working conditions at NJIT were good	1	2	3	4	5

Additional comments on above question: _____

Tenure-track faculty only:

A. Teaching and research opportunities were available	1	2	3	4	5
B. Start-up funding was provided	1	2	3	4	5
C. Research support (including Library) was available	1	2	3	4	5
D. Technological support was provided	1	2	3	4	5
E. Travel funds were provided	1	2	3	4	5
F. Promotion/tenure/merit criteria were clearly outlined	1	2	3	4	5

IV. Compensation

A. Your current rate of pay was competitive	1	2	3	4	5
B. You received performance reviews annually and periodic feedback and coaching	1	2	3	4	5
C. You were satisfied with the classification of your position	1	2	3	4	5

Additional comments: _____

V. Communications

A. You were satisfied with your department's communications with staff	1	2	3	4	5
B. You were satisfied with the University's overall communication with employees	1	2	3	4	5
C. Your supervisor demonstrated concern for you as an employee and as a person	1	2	3	4	5
D. You had a good working relationship with your supervisor	1	2	3	4	5

Additional comments: _____

VI. Benefits

<i>The following benefits were:</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>N/A</i>
Medical plan	_____	_____	_____	_____	_____
Dental plan	_____	_____	_____	_____	_____
Vision plan	_____	_____	_____	_____	_____
Prescription drug plan	_____	_____	_____	_____	_____
Flexible spending	_____	_____	_____	_____	_____

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>N/A</i>
CollegeBound fund	_____	_____	_____	_____	_____
Transit	_____	_____	_____	_____	_____
Life insurance	_____	_____	_____	_____	_____
Short-term disability/Long-term disability	_____	_____	_____	_____	_____
Tuition Remission	_____	_____	_____	_____	_____
Paid vacation	_____	_____	_____	_____	_____
Paid sick leave	_____	_____	_____	_____	_____
Paid holidays	_____	_____	_____	_____	_____

Are there any benefits you feel should have been offered? _____

VII. Miscellaneous

A. Was the job realistically presented to you when you were hired? Explain.

B. Were you adequately acclimated to the University (i.e. during New Hire Orientation, by your department)? Explain.

C. Would you consider working at NJIT in the future?
 Yes, without reservations Yes, with reservations No

D. Would you recommend NJIT to a friend as a place to work?
 Yes, without reservations Yes, with reservations No

Additional observations or suggestions that would help us meet the needs of our employees:

