

Sam Houston State University
Human Resources Department

Exit Interview Questionnaire

Name: _____ Sam ID#: _____

Phone Number: _____ Permanent Address: _____

Employment Status: Faculty Exempt Staff Non-Exempt Staff

Job Title: _____ Department: _____

This form is optional. Your answers will be valuable for constructive evaluation of the position you are vacating and of the university work environment. (Please use the back of the form if extra space is needed.)

I. Date of separation: _____

Check the best reason why you are leaving the university:

- | | |
|--|--|
| <input type="checkbox"/> Better Opportunity | <input type="checkbox"/> Higher Education Out-of-State |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Not Satisfied with Job/Supervisor |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Attend School Full-Time |
| <input type="checkbox"/> Involuntary Separation | <input type="checkbox"/> Stay Home Full-Time |
| <input type="checkbox"/> Texas State Direct Transfer | |
| <input type="checkbox"/> Other - Explain: _____ | |

II. Please rate your employment experience with Sam Houston State University:

Very Good Good Average Fair Poor

III. Please provide comments about your position in the following areas:

	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Fair</i>	<i>Poor</i>
<i>Pay</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Benefits</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Advancement</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Co-Workers</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervision</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Training</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Working Assignments & Duties</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Working Conditions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: _____

For HRD Office Use Only: _____