

Human Resource Services

Employee Exit Interview

DATE	NAME	DEPARTMENT				
STATUS <input type="checkbox"/> FACULTY <input type="checkbox"/> ADMIN <input type="checkbox"/> STAFF/FT <input type="checkbox"/> STAFF/PT <input type="checkbox"/> STAFF/TEMP						
Place an "X" to indicate your responses to the following items, using the values; 1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree						
	1	2	3	4	5	
1. I was very satisfied with my department as a place to work						
2. I knew what was expected of me at work						
3. I had the materials and equipment I needed to do my work right						
4. At work, I had the opportunity to do what I do best everyday						
5. At least once a week, I received recognition or praise for doing good work						
6. My supervisor or someone at work seemed to care about me as a person						
7. There was someone at work who encouraged my development						
8. At work, my opinions seemed to count						
9. The mission/purpose of the department made me feel my job was important						
10. My fellow workers were committed to doing quality work						
11. I had a best friend at work						
12. In the last six months, someone at work talked with me about my progress						
13. This last year, I had the opportunity at work to learn and grow						
14. My fellow workers valued those with whom they worked and those they served						
15. My fellow workers embraced sound business principles						
16. My fellow workers encouraged innovation and continuous improvement						
17. In my department we strive to build mutually beneficial relationships with other departments						
18. My supervisor taught me safe working procedures						
19. My employment helped me prepare for future work.						
20. I would highly recommend my employer to a friends as a place to work						
21. I knew whom to talk with if I had grievance of complaints						

Questions and Comments

Please list three most important things you learned while working here.

What could your department do better to meet the needs of the employees?

Please identify changes we could make in the following areas to increase customer satisfaction.

What did you like best about working in your department?

What did you like least about working in your department?

Please explain your reason for leaving. If there is more than one, please list in order of importance.

May we share this questionnaire with your immediate supervisor?

YES

NO

Please mail to:

Robin Fiu, HRS Box 1969, BYU-Hawaii, Laie, HI 96762