



Human Resources & Payroll  
4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
Phone: 703-993-2600; Fax: 703-993-2601

## Exit Interview Form

Human Resources and Payroll provides departing faculty and staff an opportunity to express opinions about their employment. Your comments and suggestions will help us improve the work environment at Mason. Responses are considered confidential, will be summarized in aggregate, and will not be used in any way to affect your employment elsewhere. Thank you for your time.

Position Title:  Employed from // to //

Department/Unit/School:

Dept. Dean/VP:  Supervisor/Chair:

### Employee Type: (check all that apply)

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Wage                       | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Classified                 | <input type="checkbox"/> Term         |
| <input type="checkbox"/> Admin/Professional Faculty | <input type="checkbox"/> Tenure Track |
| <input type="checkbox"/> Instructional Faculty      | <input type="checkbox"/> Tenured      |
| <input type="checkbox"/> Research Faculty           |                                       |

### Race: (check all that apply)

- |  |
|--|
| <input type="checkbox"/> American Indian or Alaska Native          |
| <input type="checkbox"/> Asian                                     |
| <input type="checkbox"/> Black or African-American                 |
| <input type="checkbox"/> Hispanic or Latino                        |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> White                                     |
| <input type="checkbox"/> Other <input type="text"/>                |

### Gender:

- |                                 |
|---------------------------------|
| <input type="checkbox"/> Female |
| <input type="checkbox"/> Male   |

### Please indicate the main factor(s) that influenced your decision to leave Mason: (check all that apply)

<input type="checkbox"/> Accepted position in private sector/university	<input type="checkbox"/> Home responsibilities
<input type="checkbox"/> Accepted position in public sector/university	<input type="checkbox"/> Lack of opportunity for advancement
<input type="checkbox"/> Anticipated non-reappointment/tenure denial	<input type="checkbox"/> Relocation of spouse/partner
<input type="checkbox"/> Area cost of living	<input type="checkbox"/> Retirement
<input type="checkbox"/> Area housing costs	<input type="checkbox"/> Returned to school
<input type="checkbox"/> Contract expired/tenure denied	<input type="checkbox"/> Temporary appointment ended
<input type="checkbox"/> Change in direction of career	<input type="checkbox"/> Working conditions
<input type="checkbox"/> Compensation	<input type="checkbox"/> Other

If "Working Conditions" or "Other" please describe:

------------------

Please rate the following areas using this scale:

5 = outstanding    4 = very good    3 = average    2 = fair    1 = poor

<input type="text"/>	Compensation	<input type="text"/>	Working conditions/space
<input type="text"/>	Benefits	<input type="text"/>	Supervision within department
<input type="text"/>	Employee recognition program	<input type="text"/>	Training opportunities
		<input type="text"/>	Overall satisfaction with department/unit/school

During your employment, did you experience any discrimination on the basis of race, age, gender, religion, national origin, sexual orientation, or disability?

☐ YES ☐ NO

Would you recommend Mason as a place of employment?

☐ YES ☐ NO

During your employment, did you utilize telework or flextime?

☐ YES ☐ NO

(More on Reverse)

For Internal use only: Received  #



Human Resources & Payroll  
4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
Phone: 703-993-2600; Fax: 703-993-2601

1) What made you start looking for other employment opportunities? (if applicable)

2) Why aren't you staying at Mason?

3) If applicable, what does your new job offer that your position with Mason does not?

4) Was there anything management could've done to keep you employed at Mason?

5) Additional comments:

Check here if you would like to speak with an Employee Relations staff member about your experiences at Mason.

Check here if we can use your comments on promotional materials for Mason employment opportunities.

Name (Optional):  Date:

Please return to: Pat Donini, Employee Relations Director via email: [pdonini@gmu.edu](mailto:pdonini@gmu.edu), fax: (703) 993-4275 or mark as "Confidential" and mail to Ms. Pat Donini, HR/Payroll, MS 3c3, George Mason University, 4400 University Dr., Fairfax, VA 22030

8/13/2014