
Telephone



BOWIE State University

EXIT INTERVIEW AND EVALUATION

NAME _____ JOB TITLE _____

DEPARTMENT _____ LENGTH OF SERVICE _____ YEARS _____ MONTH _____ DAYS _____

SALARY AT RESIGNATION _____

1. **WAS YOUR DECISION TO LEAVE THE UNIVERSITY INFLUENCED BY ANY OF THE FOLLOWING:**

- | | |
|---|--|
| ☐ BETTER JOB OPPORTUNITY | ☐ SUPERVISION |
| ☐ TYPE OF WORK | ☐ FAMILY CIRCUMSTANCES |
| ☐ RATE OF PAY | ☐ ILLNESS OR PHYSICAL CONDITION |
| ☐ COMMUTING OR PARKING | ☐ OTHER |

SPECIFY: _____

2. **IF YOU ARE GOING TO ANOTHER JOB, WHAT TYPE OF WORK WILL YOU BE DOING?**

3. **WHAT DOES THE NEW JOB OFFER THAT THE JOB WITH US DID NOT?**

4. **WHEN YOU FIRST STARTED HERE, WERE YOU INTRODUCED TO THE PEOPLE YOU WORKED WITH?**

5. **BY WHOM?** _____

6. **WAS YOUR JOB FULLY EXPLAINED TO YOU?** _____ **BY WHOM?** _____

7. **YOUR EVALUATION OF THE SUPERVISION YOU RECEIVED:**

	ALMOST ALWAYS	USUALLY	SOMETIMES	NEVER	COMMENTS
SUPERVISOR FOLLOWED POLICIES	☐	☐	☐	☐	
SHOWED FAIR AND EQUAL TREATMENT	☐	☐	☐	☐	
GAVE RECOGNITION FOR WORK EFFORT	☐	☐	☐	☐	
ENCOURAGED IDEAS AND SUGGESTIONS	☐	☐	☐	☐	
DEVELOPED TEAM WORK AND COOPERATION	☐	☐	☐	☐	
RESOLVED COMPLAINTS, GRIEVANCES, PROBLEMS	☐	☐	☐	☐	

8. **HOW DO YOU RATE THE FOLLOWING IN YOUR JOB OR DEPARTMENT:**

	EXCELLENT	GOOD	FAIR	POOR	COMMENTS
SUPERVISOR FOLLOWED POLICIES	☐	☐	☐	☐	
SHOWED FAIR AND EQUAL TREATMENT	☐	☐	☐	☐	
GAVE RECOGNITION FOR WORK EFFORT	☐	☐	☐	☐	

- | | <u>EXCELLENT</u> | <u>GOOD</u> | <u>FAIR</u> | <u>POOR</u> |
|---|------------------|-------------|-------------|-------------|
| 9. YOUR RATING OF COMMUNICATIONS
WITHIN THE DEPARTMENT | [] | [] | [] | [] |
| 10. HOW DO YOU RATE PHYSICAL WORKING
CONDITIONS IN YOUR DEPARTMENT | [] | [] | [] | [] |

WHAT ARE YOUR REASONS FOR FEELING THIS WAY?

11. WAS YOUR WORK LOAD USUALLY
[] TOO GREAT [] VARIED – BUT ALL RIGHT
[] ABOUT RIGHT [] TOO LIGHT
12. DO YOU FEEL YOUR CHANCES FOR ADVANCEMENT WERE
[] EXCELLENT [] GOOD [] FAIR [] POOR [] UNABLE TO TELL
13. WHAT DID YOU LIKE MOST ABOUT YOUR JOB OR DEPARTMENT? _____

WHAT DID YOU LIKE LEAST? _____

14. YOUR EVALUATION OF TRAINING OPPORTUNITIES AND CAMPUS FACILITIES:

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>COMMENTS</u>
TUITION WAIVER	[]	[]	[]	[]	
EATING FACILITIES	[]	[]	[]	[]	
HEALTH CENTER	[]	[]	[]	[]	
OFFICE OF HUMAN RESOURCES	[]	[]	[]	[]	

15. WOULD YOU RECOMMEND BOWIE STATE UNIVERSITY TO A FRIEND AS A PLACE TO WORK?

YES, DEFINITELY [] YES, WITH RESERVATIONS [] NO [], WHY _____

AS A PLACE TO ATTEND SCHOOL?

YES, DEFINITELY [] YES, WITH RESERVATIONS [] NO [], WHY _____

16. WHAT DID YOU LIKE MOST ABOUT WORKING FOR BOWIE STATE UNIVERSITY?

WHAT DID YOU LIKE LEAST? _____

17. HOW DO YOU FEEL ABOUT YOUR PROGRESS WITH THE UNIVERSITY? _____

18. IF YOU COULD COME BACK TO WORK HERE, WOULD YOU WORK FOR THE SAME SUPERVISOR? _____

WHY? _____

19. DO YOU FEEL YOU WERE GIVEN ADEQUATE ORIENTATION TO THE UNIVERSITY PERSONNEL POLICIES?

20. I AM INTERESTED IN COBRA BENEFITS. YES _____ NO _____

21. ADDITIONAL COMMENTS:

SIGNATURE: _____