

# Shepherd University Employee Exit Survey

Dear Colleague:

We want to develop the best possible information to help us understand why our employees leave Shepherd University. Please complete the front and back of this short survey and return it in the enclosed envelope or deliver it to the HR Office.

- I would like to keep my answers confidential.
- I would like to have my information shared appropriately, but keep my identity confidential.
- Please share my responses as appropriate and feel free to identify me.

Name (optional): \_\_\_\_\_ Last Position Title: \_\_\_\_\_

Date of Initial Employment: \_\_\_\_\_ Ending Date of Employment: \_\_\_\_\_

Please check any of the following which contributed to your decision to leave the University:

- Better job opportunity
  - Poor working conditions
  - Current work not challenging
  - Current work too difficult
  - Salary
  - Supervision
  - Commuting distance
  - Lack of opportunity for advancement
  - Other (Please explain):
  - Family circumstances
  - Health
  - Going to school
  - Better fringe benefits package
  - Military service
  - Self-employment
  - Moving away from area
  - Retirement
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Please rate each of the following benefits at Shepherd University:

	Excellent	Good	Fair	Poor	No Opinion
Rate of pay	<input type="checkbox"/>				
Paid holidays	<input type="checkbox"/>				
Retirement plan	<input type="checkbox"/>				
Tuition waivers	<input type="checkbox"/>				
Life insurance	<input type="checkbox"/>				
Health insurance	<input type="checkbox"/>				
Sick leave	<input type="checkbox"/>				
Annual leave	<input type="checkbox"/>				
Employee training	<input type="checkbox"/>				

Other:

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With most positions, there are some things we like and some things we don't like. What are some of the things you liked the most about your job?

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What did you like the least about your job?

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Are you leaving for any reason which would appear to be discriminatory on the basis of race, color, sex, religion, national origin, physical disability, ancestry, blindness, familial status, ethnicity, age, handicap, sexual orientation/preference or Vietnam Era Veteran status?  Yes  No If yes, please explain:

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Did you attempt to seek remedy of the situation:  Yes  No  
If yes, how?

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Other comments about your position (co-workers, workload, equipment, etc.):

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Changes that you would recommend for Shepherd University:

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General comments about employment at Shepherd University:

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Thank you for taking the time to complete this exit interview, and thank you for your service to Shepherd University. We wish you well with whatever new experiences await you.