

Exit Interview Questionnaire



Memorial
University of Newfoundland

Employee's Name:

Department/Unit:

Position Title:

Date Hired:

Termination Date:

Reason for Departure:

- Resignation
 Retirement
 End of Contract
 Other Reason (*specify*)

Could you please rate the following aspects of your employment experience with Memorial University?

Salary level and compensation practices generally
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Insurance benefits
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Pension plan
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Opportunities for growth and advancement
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Direction received from your Supervisor/Head
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Support received from your Supervisor/Head
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Quality of training and development programs
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Relationships with co-workers
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Physical working conditions
 Excellent
 Very Good
 Good
 Poor
 Very Poor
Comments:

Job satisfaction Very High High Average Low Very Low
Comments:

Overall satisfaction with Memorial as an employer Very High High Average Low Very Low
Comments:

Overall satisfaction with the Department I am leaving Very High High Average Low Very Low
Comments:

Could you please indicate what you enjoyed the most about your employment with Memorial?

Comments:

Could you please indicate what you enjoyed the least about your employment with Memorial?

Comments:

Are there any particular changes or improvements you would suggest be considered in the Department or Unit you are leaving?

Comments:

May we provide a copy of this Exit Interview Questionnaire to your Dean or Director?

YES NO If NO, Signature of Employee:

Do you have any further comments or suggestions of a general nature?

Comments:

Interview Date:

Interviewed By:

Interviewer's Signature:

OPTION TO DECLINE: I have been informed that I have the option of completing a confidential exit interview with a representative of the Department of Human Resources, but I have decided I do not wish to avail of this opportunity.

Employee's Signature:

Date: