## **Exit Interview Questionnaire**

## Introduction

We are committed to providing a positive work experience for our employees. This Exit Interview Questionnaire provides a valuable source of information to assist us in identifying opportunities to improve the work environment at UNC Charlotte. We encourage you to respond to each question with honesty and candor. Data from these questionnaires will be used to determine factors that contribute to turnover. Your feedback is greatly appreciated.

I. Name		
2. University ID # (Nine o	ligit "800" number)	
3. Department		
4. Current Job Title:		
5. Date of Separation		
6. Division		
Academic Affairs Ath	letics/Chancellors   Business Affairs	☐ University ☐ Student Affair Advancement
7. Length of Employmen	t	
Less than one year	4 - 9 years	☐ More than 20 years
Less than one year	_	
1 - 2 years	9 - 15 years	
•	<ul><li>□ 9 - 15 years</li><li>□ 15 - 20 years</li></ul>	
☐ 1 - 2 years ☐ 2 - 4 years		our position?
☐ 1 - 2 years ☐ 2 - 4 years	☐ 15 - 20 years	Dur position?  C Housekeeping
☐ 1 - 2 years ☐ 2 - 4 years  B. What type of occupation	□ 15 - 20 years	
1 - 2 years 2 - 4 years  8. What type of occupation University Administration	☐ 15 - 20 years  ional class best describes years  C Supervisor/Manager	C Housekeeping

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). Please indicate t	he primary re	ason/s you are	leaving.			
☐ Voluntary Resignation		Involuntary Dismissal			Reduction In Ford	e
☐ Health/Disability		Retirement			Contract/Term Ex	pired
Other (please specify)						
0. Please indicate current position(ple	_	_		the	e decision to	leave your
☐ Better Career Opportunit	ty/Change in Career	Г	Conduct of Co-w	orkers		
☐ Work Environment		Г	Family Circumsta	ances		
Content of Work		Γ	Further Education	n		
☐ Dissatisfaction with Pay		Γ	Dissatisfaction w	ith Ber	nefits	
Quality of Supervision		Γ	Self-Employmen	nt		
Commuting Distance		Г	Moving from Are	a		
☐ Lack of Opportunity for A	Advancement	Г	Lack of Recognit		Work	
			3			
age 2						
1. Please rate eac	h of the follow	ving benefits:				
	Excellent	Good	Fair		Poor	No Opinion - N/A
Paid Holidays	Excellent ©	Good O	0		0	0
Paid Holidays Retirement Plan	Excellent  ©	Good O	0		0	0
Paid Holidays Retirement Plan Tuition Waiver	Excellent  O  O	Good O O	0 0		o o	0 0
Paid Holidays Retirement Plan Tuition Waiver Life Insurance	Excellent  ©	Good O	0		0	0
Paid Holidays Retirement Plan Tuition Waiver Life Insurance Health Insurance	Excellent  C  C  C	Good C C	0 0		© © ©	0 0
Paid Holidays Retirement Plan Tuition Waiver Life Insurance	Excellent  C  C  C  C	Good O O O O O	0 0 0 0		© © © ©	0 0 0
Paid Holidays Retirement Plan Tuition Waiver Life Insurance Health Insurance Sick Leave	Excellent  C  C  C  C  C  C	Good O O O O O O			© © © ©	
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Comments:	Comments:	comments:	Comments:	comments:	Cooperation within the department Cooperation among different departments On-the-job training Classroom training offered by the University On-Line training available through the University	© © © ©	0 0 0 0	0 0 0	0 0 0	0 0 0
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			following p		
	F	Almost always	Usually	Sometimes	Never
Follows policies and procedures		0	0	0	0
Demonstrates fair and equal treatm	nent				
Provides recognition on the job		0	0	0	0
Communicates well with subordina		0			
Resolves complaints, grievances a	nd problems	0	0	O	0
5. Please check any	of the following w	ou eynerier	acad while a	mnloved at IIN(	Charlotte
O Harassment	or the following y	_	Bullying	iipioyeu at oitt	onariotte
C Favoritism of other employees	S	OF	Retaliation		
C Unfair promotional practices		O N	lone		
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Please explain:  6. Are you leaving for ace, color, ethnicity, great action?	_			_	the basis of
Please explain:  6. Are you leaving for ace, color, ethnicity, greater attended to the color of	_			_	the basis of
Please explain:    6. Are you leaving for ace, color, ethnicity, greater attended by the sexual orientation?    C Yes   No   f yes, explain:	gender, religion, n	ational orig	in, age, disa	_	the basis of
Please explain:  6. Are you leaving for ace, color, ethnicity, greater attended to the color of	gender, religion, n	ational orig	in, age, disa	_	the basis of

<b>Exit Interview Questionr</b>	naire	
18. Would you like a represe your responses to this ques		ces to call you to discuss any of
© Yes	uoimane:	
If yes, please indicate your name and contact	ct information:	
		<b>V</b>
Final Comments		
19. What did you enjoy most	about working for UNC Cha	arlotte?
		<u> </u>
		<b>v</b>
20. What did you enjoy least	about working for UNC Cha	arlotte?
, , , ,		A
		<b>*</b>
21 What factor if any would	d influence you to remain in	the employ of UNC Charlotte?
Zii Wiiat iactor, ii arry, would	u illiuence you to remain ill	
		v
22 What other comments do	basa wawaliwa sassa a	
22. What other comments do	you nave regarding your ex	xperience with UNC Charlotte:
		_
<b>Demographic Information</b>	(Used for statistical pur	rposes)
00.0 1 (0.11 1)		
23. Gender (Optional)		
○ Male	○ Female	C Prefer not to answer
24. Race/Ethnicity (Optional)		
Hispanic or Latino	Asian	☐ Two or more
White	☐ Black or African American	Prefer not to answer
American Indian or Alaska Native	☐ Native Hawaiian or Other Pacific	
	Islander	

Exit Interview Questionna	aire	
25. Age (Optional)		
Under 20	41-50	Prefer not to answer
□ 21-30	51-60	
□ 31-40	Over 61	
Contact Information		
Individuals with concerns of unlawful w the Employee Relations Department a		er discriminatory conduct, are encouraged to contact
Employee Relations, UNC Charlotte 9201 University City Blvd. Charlotte, NC 28223 (704) 687-0662 Email: ckedward@uncc.edu		