

# 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.

## Questionnaire

### 1. Name

### 2. University ID # (Nine digit "800" number)

### 3. Department

### 4. Current Job Title:

### 5. Date of Separation

### 6. Division

- Academic Affairs       Athletics/Chancellors Office       Business Affairs       University Advancement       Student Affairs

### 7. Length of Employment

- Less than one year       4 - 9 years       More than 20 years  
 1 - 2 years       9 - 15 years  
 2 - 4 years       15 - 20 years

### 8. What type of occupational class best describes your position?

- University Administration       Supervisor/Manager       Housekeeping  
 Faculty       Administrative Support       Skilled Trades  
 EPA Staff       Maintenance  
 SPA Professional Staff       Police/Security

# Exit Interview Questionnaire

## 9. Please indicate the primary reason/s you are leaving.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Involuntary Dismissal | <input type="checkbox"/> Reduction In Force    |
| <input type="checkbox"/> Health/Disability     | <input type="checkbox"/> Retirement            | <input type="checkbox"/> Contract/Term Expired |

Other (please specify)

## 10. Please indicate any of the following which contributed to the decision to leave your current position (please check all applicable reasons):

- |   |  |
|---|--|
| <input type="checkbox"/> Better Career Opportunity/Change in Career | <input type="checkbox"/> Conduct of Co-workers         |
| <input type="checkbox"/> Work Environment                           | <input type="checkbox"/> Family Circumstances          |
| <input type="checkbox"/> Content of Work                            | <input type="checkbox"/> Further Education             |
| <input type="checkbox"/> Dissatisfaction with Pay                   | <input type="checkbox"/> Dissatisfaction with Benefits |
| <input type="checkbox"/> Quality of Supervision                     | <input type="checkbox"/> Self-Employment               |
| <input type="checkbox"/> Commuting Distance                         | <input type="checkbox"/> Moving from Area              |
| <input type="checkbox"/> Lack of Opportunity for Advancement        | <input type="checkbox"/> Lack of Recognition for Work  |

Other (please specify)

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## 11. Please rate each of the following benefits:

	Excellent	Good	Fair	Poor	No Opinion - N/A
Paid Holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition Waiver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacation Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We Save Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of Campus Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

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## 12. Were the following communicated to you?

	Yes	No	Undecided - N/A
General university policies and procedures were explained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Departmental policies and procedures were explained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specific duties and responsibilities of my job were explained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was able to ask questions as needed and received appropriate guidance from my supervisor/co-workers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received a work plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received a probationary performance review at the end of my probationary period.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received interim performance appraisals or had regularly scheduled meetings with my supervisor during the year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received an annual performance appraisal each year during my employment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## 13. Please rate the following areas:

	Excellent	Good	Fair	Poor	No Opinion - N/A
Friendliness and cooperation of co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation within the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation among different departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-the-job training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classroom training offered by the University	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-Line training available through the University	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunities for development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

# Exit Interview Questionnaire

## 14. Please evaluate your supervisor on each of the following points:

	Almost always	Usually	Sometimes	Never
Follows policies and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates fair and equal treatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides recognition on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates well with subordinates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resolves complaints, grievances and problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## 15. Please check any of the following you experienced while employed at UNC Charlotte:

- Harassment
- Favoritism of other employees
- Unfair promotional practices
- Unfair treatment
- Bullying
- Retaliation
- None

Please explain:

## 16. Are you leaving for any reason that would appear to be discriminatory on the basis of race, color, ethnicity, gender, religion, national origin, age, disability, genetic information or sexual orientation?

- Yes
- No

If yes, explain:

## 17. Did you attempt to seek to remedy the situation?

- Not Applicable
- Yes
- No

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**18. Would you like a representative from Human Resources to call you to discuss any of your responses to this questionnaire?**

- Yes  
 No

If yes, please indicate your name and contact information:

## Final Comments

**19. What did you enjoy most about working for UNC Charlotte?**

**20. What did you enjoy least about working for UNC Charlotte?**

**21. What factor, if any, would influence you to remain in the employ of UNC Charlotte?**

**22. What other comments do you have regarding your experience with UNC Charlotte:**

## Demographic Information (Used for statistical purposes)

**23. Gender (Optional)**

- Male                       Female                       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 Questionnaire

## 25. Age (Optional)

- |                                   |                                  |   |
|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Under 20 | <input type="checkbox"/> 41-50   | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 21-30    | <input type="checkbox"/> 51-60   |   |
| <input type="checkbox"/> 31-40    | <input type="checkbox"/> Over 61 |   |

## Contact Information

Individuals with concerns of unlawful workplace harassment, or other discriminatory conduct, are encouraged to contact the Employee Relations Department at:

Employee Relations, UNC Charlotte  
9201 University City Blvd.  
Charlotte, NC 28223  
(704) 687-0662  
Email: [jlmadori@uncc.edu](mailto:jlmadori@uncc.edu)