



KIRKWOOD COMMUNITY COLLEGE EXIT INTERVIEW

Employee Name: _____ Date: _____

Position: _____ Department: _____

Date Hired: _____ Termination Date: _____ Supervisor: _____

Status: Administration Faculty Professional/Clerical Technical/Service Part-time staff Adjunct Faculty

For purposes of delivery of final pay and/or tax related forms, what is your forwarding address?

JOB CONTENT

What factors contributed to you originally accepting a job with Kirkwood Community College?

Did you understand the job expectations when you were hired? Yes No

If no, how did your expectations differ from the actual job duties?

Did you receive sufficient training to meet those expectations? Yes No

If no, what was missing?

Did you know how or where to get information you needed to succeed at your job? Yes No

Whom did you usually talk to, to get answers or questions or clarify matters?

Was your workload usually?

Too great Varied, but satisfactory About right Too light

How would you rate the following in relation to your job?

Item	Excellent	Good	Fair	Poor	Comments
Cooperation with other departments					
Communication within other departments					
Communication with the College as a whole					

KIRKWOOD AS A PLACE TO WORK

If you were leading Kirkwood, what would you do differently?

What made your employment enjoyable?

What barriers did you encounter in getting your job done?

What would make you interested in returning to work at Kirkwood?

How did you feel about the opportunities for growth and development at Kirkwood?

Please rate the following aspects of your employment at Kirkwood Community College:

Item	Excellent	Good	Fair	Poor
Opportunity for Advancement				
Performance Appraisals				

Item	Excellent	Good	Fair	Poor
Physical Working Conditions				
Your Salary				
Vacation/Holidays				
Health Insurance				
Flexible Benefit Plan				
Other Benefits				
Feeling of belonging				
Recruitment and the interview process				
Orientation to the College and the benefits program				
Amount of challenge provided				
Adequacy of resources to complete your work				
Department morale				
Effectiveness of leadership in immediate supervisor				
Supervisor and other management's accessibility to employees				
College interest in welfare of employees				
Clarity of College objectives and goals				
Clarity of College policies and procedures				

We would appreciate additional comments to any you have rated as poor.

Are there any other benefits you feel should have been offered?

Yes: Please specify _____

No

Are there any other comments on salary or benefits?

Were your needs met by the Human Resources Office?

Yes, without reservations Yes, with reservations No

Additional Comments:

QUALITY OF SUPERVISION

Please rate your supervisor in the following areas:

Item	Excellent	Good	Fair	Poor
Demonstrates fair and equal treatment				
Provides appropriate recognition				
Resolves complaints/difficulties in a timely fashion				
Follows policies and procedures				
Informs employees of matters relating to work				
Encourages feedback				
Is knowledgeable in own job				
Expresses instructions clearly				
Develops cooperation				
Addresses poor performers				

Additional comments:

REASONS FOR LEAVING

What prompted you to seek other employment?

- | | | |
|--|---|--|
| <input type="checkbox"/> Type of work | <input type="checkbox"/> Quality of supervision | <input type="checkbox"/> Compensation |
| <input type="checkbox"/> Work conditions | <input type="checkbox"/> Lack of recognition | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Health reasons | <input type="checkbox"/> Career opportunity (describe) |
| <input type="checkbox"/> Moved away | <input type="checkbox"/> Retirement | <input type="checkbox"/> Other (please specify) |

Comments:

If you are leaving for another job, what does that job offer that your job at Kirkwood did not?

Are you staying in education? Yes No

What part does salary play in your decision to leave?

What made you begin looking for another position or if appropriate, what made you listen to the offer to interview for another position?

Are there any working conditions that led your decision to resign?

Did you discuss your reasons with your supervisor? Yes No

What could have Kirkwood done to prevent you from leaving?

Only the following information will be given to prospective employers seeking references on you.

- Date hired
- Last day worked
- Last position held
- Final salary

I understand that the information on the exit interview form may be shared with individuals with a need to know in order to improve employment conditions at Kirkwood.

Signature

Date