# Missouri State logo in bold letters

Office of Human Resources

Carrington Hall, Room 315

Phone: (417) 836-6616

Fax: (417) 836-6789

# EXIT QUESTIONNAIRE

As an employee leaving Missouri State University, you are a valuable source of information regarding your employment experience. We are striving to maintain a positive working environment at Missouri State University and believe that your suggestions, comments, and observations will help us to accomplish this goal. We hope that you will be honest with your answers to the following questions. Please be assured that your comments will remain confidential and will in no way affect your re-employment possibilities should you desire to seek employment again with Missouri State University.

## Personal Information

Name:

Title:

Department:

Date of Termination/Retirement:

BearPass Number:

Date of Hire:

Immediate Supervisor:

## About the University:

1. What did you like most?

1. What did you like least?

## About Your Job:

1. What did you like most?
2. What did you like least?

## About Your Supervisor

1. What did you like most?
2. What did you like least?

## Miscellaneous

1. Were you satisfied with your salary? Yes or no.
2. Were you satisfied with your benefits? Please indicate yes or no. If no, please indicate those which apply and explain. Insurance, Retirement, Sick Leave, Vacation Leave, Holidays, Educational Assistance.
3. Did the Office of Human Resources provide you with adequate orientation to Missouri State University? Please indicate yes or no. If no, please explain.
4. Did you receive adequate training within your department for your job? Please indicate yes or no. If no, please explain.
5. Was information provided about University policies and procedures timely, informative and easily understood? Please indicate yes or no. If no, please explain.
6. What suggestions do you have for improving the working conditions, employee relations, communications and efficiency at Missouri State University?
7. Was Missouri State University sensitive to the needs and concerns of ethnic minorities, women, and the Disabled? Please indicate yes or no. If no, please explain.
8. Why are you leaving Missouri State University?
9. Are you leaving because of discrimination? Please indicate yes or no. If yes, on the basis race, color, sex, religion, national origin, age, disability, or status as a Vietnam- era veteran? Please explain.
10. Have you accepted employment elsewhere? Please indicate yes or no.
    1. If yes, who is your new employer?
    2. What is your new position and salary?
11. Additional comments:
12. Would you like a personal exit interview with someone from the Office of Human Resources to discuss your exit questionnaire? Please indicate yes or no.
    1. If yes, how can you be reached?
13. Do you give the Office of Human Resources approval to share this information so that problems and operations at Missouri State University can be corrected and improved?

Employee Signature:

Date:

Employee Printed Name: