

H0STOS COMMUNITY COLLEGE
The City University of New York

EXIT INTERVIEW FORM

Last Name	First	Initials	Social Security Number
Forwarding Address	Street	City	State
Department			Immediate Supervisor

Reason For Separation

<u>Voluntary</u>	<u>Involuntary</u>
Better job _____	Lack of funds _____
Insufficient pay _____	Lack of work _____
Relocation _____	End of appointment _____
Illness _____	Non-Reappoint _____
Retirement _____	Mandatory retirement _____
Family _____	Disciplinary * _____
Other (Use back if necessary): _____	*State reason: _____

Please check the appropriate lines (additional comments may be placed on the back).

	<u>Yes</u>	<u>No</u>
1. Do you feel were properly placed on your job considering your interest, ability and schooling?.....	___	___
2. Did you like your job?	___	___
3. Do you feel you received adequate training on your job?	___	___
4. Do you feel the workload which you were asked to undertake was Reasonable.....	___	___
5. Do you believe you received fair pay for the work you are doing	___	___
6. Do you feel the working conditions were good?	___	___
7. Do you feel your colleagues were cooperative?	___	___
8. Do you feel you received effective and fair supervision while You were here?	___	___
9. Do you feel that you were kept properly informed about college Policies and developments?	___	___
10. Do you feel the promotional prospects would have been good had you stayed.....	___	___
11. Were you satisfied with employee benefits such as sick leave, vacations, retirement plan, medical plan , etc	___	___
12. If a friend of yours were looking for a position would you recommend that he or she work here?.....	___	___
13. Would you work for the college again?	___	___

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What were your most important reasons for leaving?

What suggestions do you have which will make this college a better place to work?

Signature _____
Date _____