

Exit Interview

As you leave us, we would like to ask you to share your perspectives on your work experiences at the university. We hope this information will not only help IIT to build on its strengths, but also become more conscious of its needs for improvement in specific areas. Better understanding the responsibilities of your position will also assist Human Resources to effectively recruit your replacement.

We commit to holding all of your responses in strict confidence and will only use the data gathered in summary reports to study trends in employee turnover. You may choose to sign this exit interview data sheet if you would like, but it is entirely voluntary.

What was your reason(s) for leaving IIT? (Check all items that apply)

- | | |
|---------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Dissatisfaction with job | <input type="checkbox"/> Military service |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Transportation difficulties |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Attend school |
| <input type="checkbox"/> Home duties/family obligations | <input type="checkbox"/> Better opportunity |
| <input type="checkbox"/> Job closer to home | <input type="checkbox"/> Health condition/disability |
| <input type="checkbox"/> Career change | <input type="checkbox"/> Own accord/personal |

Comments: _____

Please circle one of the following:

- 1 strongly agree
- 2 agree
- 3 neither agree nor disagree
- 4 disagree
- 5 strongly disagree

I enjoyed my work activities.	1	2	3	4	5
I was challenged by my job.	1	2	3	4	5
I was paid fairly for my work.	1	2	3	4	5
My supervisor demonstrated fair & equitable treatment.	1	2	3	4	5
My supervisor gave clear instructions for work assignments and responsibilities.	1	2	3	4	5
I was recognized for my good work.	1	2	3	4	5
My job description accurately reflects my job responsibilities.	1	2	3	4	5
I was given honest, worthwhile performance appraisals.	1	2	3	4	5
My department operated efficiently.	1	2	3	4	5
My department was adequately staffed.	1	2	3	4	5
Upper management communicates well with employees.	1	2	3	4	5
I felt there were opportunities for career advancement.	1	2	3	4	5
I would recommend IIT as an employer to friends/family.	1	2	3	4	5
I would recommend IIT as a university of first choice to friends or family.	1	2	3	4	5

Exit Interview

What did you like most about:

your position? _____

your department? _____

IIT? _____

What did you like least about:

your position? _____

your department? _____

IIT? _____

Additional comments: _____

Signature (optional)

Date

Checklist for Exit Interviewer

Employee Name:

Department:

Title:

Separation Date:

- Resignation letter received.
- Review job description and revise as necessary.
- Verify mailing address for W-2.
- Collect university property.
- ID card to Cashier's Office.
- Parking lot card to Cashier's Office on last day worked.
- Credit card to Comptroller's Office.
- Faculty club key to Human Resources.
- Remind employee to leave keys, uniform, and equipment with supervisor.
- Review benefits information:
 - _____ Health insurance
 - _____ Life insurance
 - _____ Hartford AD&D
 - _____ UNUM Disability
 - _____ TIAA-CREF Disability
 - _____ Dental
 - _____ Mutual of America/TIAA-CREF retirement plan
 - _____ Mutual of America loan
 - _____ COBRA
- Collect and discuss exit interview form.