**EMPLOYEE EXIT QUESTIONNAIRE**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST DAY OF EMPLOYMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VOLUNTARY: \_\_\_\_\_\_\_\_\_\_\_ DISCHARGE: \_\_\_\_\_\_\_\_ RETIREMENT: \_\_\_\_\_\_\_\_\_

TEMPORARY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PERMANENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF VOLUNTARY, WHAT IS THE REASON?

IF TEMPORARY, WHEN WILL YOU BE RETURNING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FULL/REGULAR PART-TIME EMPLOYEES:**

Your Group Health Insurance has been paid up to the month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Group Health Conversion (Cobra) will cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unused Vacation Hours to be paid on out on last paycheck are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I.**  **TRAINING:**

A. Did you feel your training was thorough enough to give you confidence in doing your job?

**II. WORKING CONDITIONS:**

A. What did you like best or what did you feel was the greatest benefit working at the library?

B. What did you like least or find most difficult?

**III. PERSONNEL PRACTICES:**

A. Was your orientation for your position understandable and appropriate?

B. Was your pay level appropriate?

**IV. MANAGEMENT:**

A. Did you feel you had a good working relationship with your supervisor?
If not, Why not?

B. Did you feel you had a good working relationship with your co-workers?
If not, Why not?

C. Did you take any complaints to your supervisor and, if so, how was the complaint handled?

D. Do you feel Administration is responsive to employees' needs?

E. Have you any further comments about your job, department, supervisor, or the library, etc?

F. What is the one major improvement you would suggest to the Library?