

City of Duluth Exit Interview Questionnaire

The primary goal of this questionnaire is to gather information that will enable us to identify any organizational problems so that we may continually improve our working environment. **All information obtained herein is strictly confidential.** To ensure confidentiality, names are intentionally omitted from the questionnaire. All questionnaire data will be compiled to create statistical reports. The Human Resources Manager reviews these reports with the Administrative Assistant and Department Heads to identify any trends and areas of the work environment that need improvement.

Demographics – completed by HR and reviewed by employee	
Gender: Male Female	
Ethnic origin: Caucasian African American Native American Hispanic Asian Other _____	
Department: _____ _____	Division: _____
Position: _____	
Type of labor contract: _____	
Start date: _____ _____	Termination date: _____
Reasons for Leaving	
Resigning Retiring Terminated Layoff Other _____	
Comments: _____	
If resigning, why? Working Conditions	
<input type="checkbox"/> Unfair treatment <input type="checkbox"/> Unsafe work environment <input type="checkbox"/> Other _____	
Personal Reasons	
<input type="checkbox"/> Health concerns for self <input type="checkbox"/> Health concerns for family <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Leaving area <input type="checkbox"/> Transportation issues <input type="checkbox"/> Child care <input type="checkbox"/> Return to school <input type="checkbox"/> Other _____	

Career Move

- Lack of promotional opportunity
- Salary
- Benefits
- Work not challenging enough
- Other _____

If not retiring, would you consider re-employment with the City in the future? Yes
No

Which aspect of your job provided the *most* satisfaction?

Coworkers Supervisors Work Content Working Conditions Pay and Benefits
Recognition/Status Received Other _____

Which aspect of your job provided the *least* satisfaction?

Coworkers Supervisors Work Content Working Conditions Pay and Benefits
Recognition/Status Received Other _____

What do you feel would have improved your job? _____

Was your job what you expected it to be? Yes No **If not, how did it differ?** _____

What was the greatest challenge you faced in your position? _____

Do you feel that the City implements its employment policies fairly and equitably? Yes No

Which, if any, policies or procedures did you disagree with (provide explanation)? _____

Did you feel you were well informed regarding the City's policies and procedures? Yes No

If not, why? _____

Do you feel you have been discriminated against because of race, color, health, age, religion, sex, sexual orientation, or national origin, including hiring, firing, promotion, compensation and other terms, privileges and conditions of employment? Yes No

What training would you recommend the City provide/sponsor for current and future employees?

Was there anything the City could have done to improve morale? Yes No

Explain: _____

Describe the *strengths* of your work group: _____

Describe the *weaknesses* of your work group: _____

Describe the *strengths* of your division: _____

Describe the *weaknesses* of your division: _____

If you were leading your division/department, what would you do differently? _____

1 = Poor; 2 = Below Average; 3 = Average; 4 = Above Average; 5 = Excellent

Rate your most recent supervisor:

- Helps employee grow in their job _____
- Demonstrates fair and equal treatment _____
- Provides recognition for work done well _____
- Develops cooperation in work group _____
- Encouraged suggestions _____
- Follows safety practices _____
- Resolves questions and problems _____
- Overall supervision qualities _____
- Follows city policies and procedures _____
- Provides adequate direction and assistance _____
- Ability to provide support to enable you to do your job? _____

