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.

<u>Demographics</u> – 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
□ Unfair treatment
□ Unsafe work environment
□ Other
Personal Reasons
□ Health concerns for self
□ Health concerns for family
□ Marriage
□ Pregnancy
□ Leaving area
□ Transportation issues
□ Child care
□ Return to school
□ Other

Career Move				
□ Lack of promotional opportur	nity			
□ Salary				
□ Benefits				
□ Work not challenging enough	า			
□ Other				
If not retiring, would you consi	der re-employme	nt with the City in the fu	ıture?	Yes
Which aspect of your job provi	ided the <i>most</i> sati	sfaction?		
Coworkers Supervisors Recognition/Status Received		Working Conditions	Pay and Benefits	
Which aspect of your job provi	ided the <i>least</i> satis	sfaction?		
Coworkers Supervisors Recognition/Status Received		Working Conditions		Benefits
What do you feel would have in	mproved your job	?		
Was your job what you expected differ?	ed it to be?	Yes	No	If not, how did it
				
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What was the greatest challeng	ge you faced in yo	our position?		
Do you feel that the City imple	ments its employr	nent policies fairly and	equitably?	Yes No
Which, if any, policies or proce	edures did you dis	agree with (provide exp	planation)?	
Did you feel you were well info	rmed regarding th	ne City's policies and p	rocedures?	Yes No
If not, why?				
Do you feel you have been disc orientation, or national origin, privileges and conditions of en	including hiring, f			

Did you talk with someone about the problem? Yes	No
After you talked with someone, what happened?	
If you did not talk with anyone about it, why not?	
1 = Poor; 2 = Below Average; 3 = Average; 4 = Above Average; 5	= Excellent
Rate the following:	
Working Conditions	
Cooperation within your work group	
Cooperation with other departments	
Physical working conditions	
Job safety emphasis	
Adequacy of equipment	
Adequacy of training	
Communication within Division	
Communication within Department	
Communication regarding benefits and policies	
Communication regarding general employee information	
Morale in your work group	
Morale in your division	
Workload	
Pay	
Benefits	
What benefits did you value the most?	
What benefits did you value the least?	
	y.
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What benefit was not offered that you wish had been? Did you attend or utilize any of the following? Circle all that appl Training workshops Tuition reimbursement Affirmative action/Equal opportunity counseling City Website The Bridge E-line	

What training would you recommend the City provide/sponsor fo	or current and future employees?
Was there anything the City could have done to improve morale? Explain:	
Describe the <i>strengths</i> of your work group:	
Describe the weaknesses of your work group:	
Describe the <i>strengths</i> of your division:	
Describe the weaknesses of your division:	
If you were leading your division/department, what would you do	o 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?	

Explain:	How frequently did you receive performance feedback?		
Were the goals and targets of your job function clear throughout your employment? Explain: Explain: Please explain in detail below. What suggestions do you have for improving the work experience with the City? Please explain in detail below.	low fraguently did you discuss your job expectations with your supervisor?		
Explain:			No
Are there any changes to City employment practices that you would like to recommend? Yes N Please explain in detail below. What suggestions do you have for improving the work experience with the City?		163	INO
Please explain in detail below. What suggestions do you have for improving the work experience with the City?	Explain:		
What suggestions do you have for improving the work experience with the City?	are there any changes to City employment practices that you would like to recommend?	Yes	No
	Please explain in detail below.		
	What suggestions do you have for improving the work experience with the City?		
R Use Only:			
R Use Only:			
R Use Only:			
IR Use Only:			
IR Use Only:			
IR Use Only:			
IR Use Only:			
	HR Use Only:		

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