

**JACKSONVILLE UNIVERSITY  
JACKSONVILLE, FL**

**EXIT INTERVIEW**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

How would you rate Jacksonville University as a place of employment?

Excellent     Good     Fair     Poor

Would you recommend your department as a place to work for a friend?  Yes  No

What was the prime factor in your decision to leave the University?

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Were you given a job description when you were hired?  Yes  No

Did you receive adequate training to complete your job duties?  Yes  No

How would you rate your ability to professionally develop and be promoted at the University?

Excellent     Good     Fair     Poor

Please give us your opinion on the following benefits:

Holidays/Vacation     Excellent     Good     Fair     Poor

Retirement     Excellent     Good     Fair     Poor

Medical Insurance     Excellent     Good     Fair     Poor

Sick Days off     Excellent     Good     Fair     Poor

Personal Days off     Excellent     Good     Fair     Poor

Life Insurance     Excellent     Good     Fair     Poor

Tuition Benefits     Excellent     Good     Fair     Poor

Which benefits did you find most valuable? \_\_\_\_\_

Why? \_\_\_\_\_

Did you receive a Performance Evaluation?  Yes  No

How would you rate your manager/supervisor(s) ability to the following?

Communications Skills  Excellent  Good  Fair  Poor

Concern for work quality  Excellent  Good  Fair  Poor

Confidentiality  Excellent  Good  Fair  Poor

Fairness  Excellent  Good  Fair  Poor

Ability to handle complaints  Excellent  Good  Fair  Poor

Treats employees with respect and dignity  Excellent  Good  Fair  Poor

Ability to give a Performance review  Excellent  Good  Fair  Poor

Gives recognition for a job well done  Excellent  Good  Fair  Poor

The yearly salary increase(s) at the University were?

Excellent  Good  Fair  Poor

Was your work load?  Too Heavy  Heavy  About right  Light  Too light

Were you encouraged to suggest improvements that would improve the work flow in your department?  Yes  No

Were the policy and procedures in your department?

Excellent  Good  Fair  Poor

Do you have any additional comments you would like to add?

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What did you like most about working at Jacksonville University?

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What did you like least about working at Jacksonville University?

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Your signature

Date