



# TOWN OF SURFSIDE EXIT INTERVIEW QUESTIONNAIRE

## PERSONAL INFORMATION

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

## REASONS FOR SEPARATION (more than one reason may be checked)

- |  |   |
|--|---|
| <input type="checkbox"/> Found more flexible hours                     | <input type="checkbox"/> Medical reasons                    |
| <input type="checkbox"/> Found position with no weekend work           | <input type="checkbox"/> Retired                            |
| <input type="checkbox"/> New job with promotional/growth opportunities | <input type="checkbox"/> Involuntary/termination            |
| <input type="checkbox"/> Child care problems                           | <input type="checkbox"/> Work load                          |
| <input type="checkbox"/> Family considerations                         | <input type="checkbox"/> Commute                            |
| <input type="checkbox"/> Dissatisfied with salary rate                 | <input type="checkbox"/> Stress related to job              |
| <input type="checkbox"/> Returning to school                           | <input type="checkbox"/> Low morale                         |
| <input type="checkbox"/> Relocating out of the area                    | <input type="checkbox"/> Understaffed department            |
| <input type="checkbox"/> Military services commitment                  | <input type="checkbox"/> Lack of training                   |
| <input type="checkbox"/> Dissatisfied with working conditions          | <input type="checkbox"/> Lack of team work                  |
| <input type="checkbox"/> Dissatisfied with supervision                 | <input type="checkbox"/> Poor communication with department |
| <input type="checkbox"/> Dissatisfied with benefits                    | <input type="checkbox"/> Other: _____                       |

## ORIENTATION AND EDUCATION

<b>Good</b>	<b>Average</b>	<b>Poor</b>
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- |  |   |   |   |
|--|---|---|---|
| 1. Interview/Hiring Process  | 3 | 2 | 1 |
| 2. Ability to improve and better your skills (on the job training) | 3 | 2 | 1 |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORKING CONDITIONS

<b>Good</b>	<b>Average</b>	<b>Poor</b>
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- |  |   |   |   |
|--|---|---|---|
| 1. Working relationship with peers             | 3 | 2 | 1 |
| 2. Working relationship with other departments | 3 | 2 | 1 |
| 3. Sense of importance                         | 3 | 2 | 1 |
| 4. Work Schedule                               | 3 | 2 | 1 |
| 5. Physical surroundings                       | 3 | 2 | 1 |
| 6. Adequate Staffing                           | 3 | 2 | 1 |
| 7. Overall workload                            | 3 | 2 | 1 |
| 8. Overall job satisfaction                    | 3 | 2 | 1 |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>SUPERVISION/MANAGEMENT</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. Appropriate level of support by supervisor	3	2	1
2. Supervisor's ethical conduct	3	2	1
3. Fair treatment by supervisor	3	2	1
Comments: _____			
_____			
_____			

<b>COMMUNICATION</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. Communication with other departments	3	2	1
2. Employees' feedback on how to improve processes	3	2	1
3. Employees are updated on important information	3	2	1
4. Organization-wide communication	3	2	1
5. Overall teamwork, cooperation, and communication	3	2	1
Comments: _____			
_____			
_____			

<b>PERFORMANCE EVALUATIONS</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. Performance Review done on time	3	2	1
2. Job description included actual duties	3	2	1
3. Feedback from supervisor was helpful	3	2	1
4. Comments reviewed and discussed with supervisor	3	2	1
5. Job expectations compared to actual job responsibilities	3	2	1
Comments: _____			
_____			
_____			

<b>COMPENSATION</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. Salary during employment	3	2	1
2. Salary in comparison to other institutions	3	2	1
Comments: _____			
_____			
_____			

<b>PROMOTIONS</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. Opportunities for promotion	3	2	1
2. Job postings	3	2	1
3. System of recognition	3	2	1
4. Merit increases	3	2	1
Comments: _____			
_____			
_____			

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**EMPLOYEE BENEFITS**

	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. Health insurance	3	2	1
2. Dental Insurance	3	2	1
3. Life insurance	3	2	1
4. Long/short term disability	3	2	1
5. 457 Deferred Compensation Plan	3	2	1
6. Vacation time	3	2	1
7. Sick time	3	2	1
8. Holidays	3	2	1
9. Education Assistance	3	2	1

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**HOW DO YOU RATE THE TOWN OF SURFSIDE**

	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1. As a place to work	3	2	1
2. As viewed by the community	3	2	1

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CONSIDERATION FOR FUTURE EMPLOYMENT**

1. Would you consider returning to the Town of Surfside as an employee in the future?

Yes       No

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**ETHICS**

1. Are you aware of any conduct of activity by the Town of Surfside employees which you believe to be in violation of federal state or local laws or regulations of the Town of Surfside policy?

Yes       No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT SEPARATION**

Is there any action that the Town could have taken to prevent your employment separation?

Yes       No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**IMPROVEMENTS**

How could the Town of Surfside be improved?

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**EMPLOYEE SIGNATURE AND DATE**

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

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**TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT**

Overall evaluation of employee's reason for leaving the Town of Surfside:

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

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