

# Coahoma Community College

## EXIT INTERVIEW SURVEY

Please feel free to make any comments you desire regarding your employment when answering the following questions and return to the Human Resources office.

1. Why are you leaving our employment? (Please check one of the following).

*Reasons*

- Voluntary Separation [ ]      Resignation [ ]      Working Conditions [ ]  
 Reductions in work force [ ]      Retirement [ ]      Reductions in funds [ ]  
 Health [ ]      Other [ ]

2. Yes [ ]      No [ ]      Do you feel you were treated fairly?  
 3. Yes [ ]      No [ ]      If you are going to another job, will you be doing the same type of work?  
 4. Yes [ ]      No [ ]      Would you like to work here again? If no, why not?  
 5. What could we have done to prevent you from leaving?  
 6. Do you feel that your pay was comparable to that given for the same job by other employers in the same area. (check one)  
 Higher [ ]      About the same [ ]      Lower [ ]      No Opinion [ ]

7. How did you feel about the employee benefits provided by the institution?

ITEM	EXCELLENT	GOOD	FAIR	POOR	NO OPINION
PAID HOLIDAYS					
PAID VACATIONS					
PAID SICK LEAVE					
LIFE INSURANCE					
MEDICAL INSURANCE					
CREDIT UNION					
CAFETERIA PLAN					

8. Do you feel that your supervisor(s): (check only one box below for each item)

ITEM	ALMOST ALWAYS	USUALLY	SOMETIMES	NEVER
FOLLOW POLICIES AND PROCEDURES				
TREATED EVERYONE EQUALLY AND FAIRLY				
PROVIDED RECOGNITION FOR A JOB WELL DONE				
KNEW THEIR JOB				
EXPLAINED POLICIES AND PROCEDURAL CHANGES TO YOU				
CORRECTED YOU WHEN YOU WERE WRONG IN A FRIENDLY, CONSTRUCTIVE MANNER				
WAS WILLING TO LISTEN				
WAS INTERESTED IN YOUR IDEAS OR SUGGESTIONS				
APPRECIATED YOUR WORK CONTRIBUTION TO THE COLLEGE				
DEVELOPED COOPERATION				
RESOLVED COMPLAINTS, GRIEVANCES AND PROBLEMS				

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_

9. Yes[ ]      No[ ]      Do you feel that you were given proper orientation to do your job?
10. Yes[ ]`      No[ ]      When you were first employed, were the conditions of work and responsibility of your position clearly explained to you?
11. How would you rate the following in your department?
12. What did you like most about being employed by the college?
13. What did you like least about being employed by the college?
14. How do you rate your performance while employed here?  
Excellent[ ]      Good[ ]      Fair[ ]      Poor[ ]
15. Did you have a grievance, question, problem or complaint while employed by us? If so, how was it handled?
16. If you were "in control" and free to make changes in your department, what changes would you make?
17. Additional comments about your job, department or the college.

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