

# EXIT INTERVIEW

## Human Resources



We are interested in your comments and opinions concerning your work experience at Wesley Homes. Through your responses to this short, voluntary questionnaire, we hope to gain a better insight to evaluate and improve services, employee morale and employment relationships. We would appreciate your responses to these questions and any additional comments that express your observations of services and policies. This information will be kept confidential unless you authorize release of it on the back of this form. Please return to Human Resources.

### TERMINATING/SEPARATING EMPLOYEE INFORMATION

Last:		First:	MI:
Title:		Date:	
Length of Service: <input type="checkbox"/> Less than 3 months <input type="checkbox"/> 4 month - 1 Year <input type="checkbox"/> 1-2 Years <input type="checkbox"/> 2-3 Years	<input type="checkbox"/> 3-5 Years <input type="checkbox"/> 5-10 Years <input type="checkbox"/> 10-15 Years <input type="checkbox"/> 15+ Years	Department:	
		Last day worked: <input type="checkbox"/> FT <input type="checkbox"/> PTA <input type="checkbox"/> PTB <input type="checkbox"/> PTC/Redi-Care	

### THE NATURE OF YOUR WORK ASSIGNMENTS AND JOB RESPONSIBILITIES

1. Wesley Homes appreciates the diverse nature of its workforce and encourages individuality and personal differences by providing a respectful work environment.  
 I strongly agree  
 I agree  
 I disagree  
 I strongly disagree
2. Most of your work assignment and job responsibilities were:  
 Very well defined  
 Only partially defined  
 Not very well defined
3. The time allowed for you to do most tasks on your job was:  
 More than needed  
 About right  
 Not enough to do a good job

### THE RELATIONSHIP WITH YOUR SUPERVISOR AND OTHER STAFF MEMBERS

4. Overall department morale was:  
 High  
 Average  
 Low
5. The working relationships with your peers within the department were cooperative:  
 Most of the time  
 Some of the time  
 Rarely  
 Not applicable
6. Any suggestions, questions, or problems that you brought to your supervisor's attention were:  
 Encouraged and resolved to your satisfaction  
 Discouraged or not resolved to your satisfaction  
 Not applicable
7. During the workday, your supervisor was:  
 Always available  
 Generally accessible  
 Not applicable
8. Your supervisor's expectations of you were:  
 Too high or unrealistic  
 Fair  
 Too low  
 Don't know

## EMPLOYEE COMPENSATION AND BENEFITS PROGRAMS

9. The pay for your job was:
- Too high for the work you were asked to do
  - About right for the level of responsibility you held
  - Too low for the work you did
10. The quality of employee benefits programs at Wesley Homes is:
- Better than at other companies
  - About equal to other companies
  - Not as good as at other companies
  - Not applicable
11. Our health insurance programs' costs are:
- Better than at other companies
  - About equal to other companies
  - Not as good as at other companies
  - Not applicable
12. How would you rate your retirement benefits compared to the retirement benefits at other companies?
- Excellent
  - Average
  - Poor
  - Not applicable

## THE REASON YOU'RE LEAVING WESLEY HOMES

13. The major reason you are terminating is (Please select only two):
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Advancement Opportunity | <input type="checkbox"/> Layoff/end of assignment | <input type="checkbox"/> Seek/Other Job     |
| <input type="checkbox"/> Benefits                | <input type="checkbox"/> Management               | <input type="checkbox"/> Working Conditions |
| <input type="checkbox"/> Childbirth/Family       | <input type="checkbox"/> Medical Issues           |   |
| <input type="checkbox"/> Commute                 | <input type="checkbox"/> Relocation/Moving        |   |
| <input type="checkbox"/> Education               | <input type="checkbox"/> Retirement               |   |
| <input type="checkbox"/> Department Issues       | <input type="checkbox"/> Salary/Compensation      |   |
14. Please elaborate on your reasons for ending your employment with Wesley Homes in the "Additional Comments" section at the bottom of the page.
15. The best thing about working for Wesley Homes (choose one) was:
- Meaningful and challenging work
  - Nice people
  - Strong management and leadership
  - Encouragement and appreciation of diverse ideas and cultures
  - Pay and benefits
  - Opportunities for promotion and cross-training
  - Other
16. Which of the following unsatisfactory working conditions most hinders performance in your department (please choose only one)?
- Lack of supervisory communication regarding the direction and focus of our unit
  - Lack of supervisory appreciation for a job well done
  - The commute
  - Overly demanding work and long hours
  - Working conditions in the office (heat, space, and lighting)
  - Negative environment devoid of teamwork and camaraderie
  - Not applicable
17. Everything considered, how would you rate Wesley Homes as a place to work?
- Excellent
  - Average
  - Poor
18. Would you consider coming back to Wesley Homes?
- Yes
  - Yes, only if certain circumstances changed
  - No

**ADDITIONAL COMMENTS**

This information has been requested to analyze employee attitudes about their employment experience at Wesley Homes, in order to make improvements in the organization.

Information identifying you as the commenter will only be shared with your authorization. If you would like your supervisor, manager, or VP to receive information about your individual comments on this survey, you may authorize the sharing of your comments by checking the applicable square below.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Supervisor: <input type="checkbox"/>	<input type="checkbox"/> I would like to request a meeting with Human Resources.
<input type="checkbox"/>	<input type="checkbox"/>	Department Manager: <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Other: <input type="checkbox"/>	

Employee Signature (optional)

Date