

College of the Mainland

Exit Interview Form

Name: _____

Department: _____

Supervisor: _____ Position: _____

Termination Date: _____

REASON FOR LEAVING COM (Please indicate reason which applies to your situation)

Relocation	Family illness	Retirement	More Pay
Further education	End of assignment	Job closer to home	

Other: _____

Have you worked at more than one position at COM? Yes No

Are you interested in future employment at COM? Yes No

If yes, in what areas? _____

Did you apply for a transfer? Yes No Not Applicable

If yes, what was the outcome of that application?

If no, why did you not seek other COM employment?

Do you have any suggestions, recommendations, or comments about COM as a workplace?

Thank you for your cooperation. We would appreciate your completing the Exit Interview Survey on the second page. Your replies will be used to improve COM as a place to work.

Interviewer: _____ Date: _____

Comments:

College of the Mainland

Exit Interview Form

EXIT INTERVIEW SURVEY

This survey is designed to obtain an indication of your feelings about your job and working environment. Please complete the questions by marking the most appropriate answer(s) that applies to your situation.

Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
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OPPORTUNITIES FOR PERSONAL DEVELOPMENT

Career development opportunities existed for me in my organization (e.g. coaching from my manager, participation in cross-training or temporary assignment, attendance at training courses, challenging assignments).....

My work responsibilities were clearly defined.....

I received regular performance evaluations (at least once a year).....

COMMUNICATION/COOPERATION

I received appropriate feedback from my immediate supervisor about what I did well and also what I needed to improve upon.....

There was teamwork among my co-workers.....

WORK ENVIRONMENT/EQUIPMENT

My work space was adequate to perform my duties.....

My supervisor provided me with the tools needed to do my work.....

MANAGEMENT

My supervisor delegated work and responsibility consistent with my ability.....

My supervisor conducted regular staff meetings with subordinates.....

My supervisor assisted in the resolution of conflict among subordinates.....

My supervisor treated employees with respect.....

My supervisor was fair.....

Management in my department encouraged innovation thinking from employees.....

JOB SATISFACTION

I liked my job.....

I felt I was part of the group in which I worked.....

I was in a job that made good use of my skills and abilities.....

I received proper recognition for a job well done.....

My work was challenging.....

The morale was good in my work area.....

I would consider re-employment at COM.....

COM is a good place to work.....

COMPENSATION/BENEFITS

COM has a good benefits package.....

COM paid time off provisions are fair and equitable.....

COM pay is fair and equitable as compared to market.....

Additional Comments

Thank you for your cooperation.

Return completed form to Human Resources, 1200 Amburn Rd., Texas City, TX 77591, Fax (409) 933.8035