

CITY OF DECATUR EXIT INTERVIEW FORM

EXIT INTERVIEW FORM

Code: U = Unsatisfactory, F = Fair, S = Satisfactory,

 G = Good, E = Excellent

Please check the
one that most
nearly applies

	<u>U</u>	<u>F</u>	<u>S</u>	<u>G</u>	<u>E</u>
1. Generally speaking, I would rate this company as a ___ place to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I feel that company policies and procedures are	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Working conditions, restrooms, and physical facilities here are	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. As compared to other companies, our benefits package is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. My understanding of my fringe benefits is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The level of concern for employees here is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Management's willingness to make corrections and changes is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Pay levels at this company are generally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The extent to which I understand the basis of my rate of pay is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 The amount of training I received when I first came here was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 The extent to which training enables me to do a better job and increase my pay is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 My understanding of the duties and responsibilities of my job is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 My understanding of what performance standards I am expected to meet is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 The extent to which I am made aware of what's happening throughout the company as a whole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

City of Decatur Exit Interview (CONT.)

Code: U = Unsatisfactory, F = Fair, S = Satisfactory,

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Please check the
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	<u>U</u>	<u>F</u>	<u>S</u>	<u>G</u>	<u>E</u>
15. The extent to which I am informed ahead of time regarding changes that affect my work is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. When I do a job well, the recognition I receive is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. My supervisor's willingness to listen to my problems and help me when I have questions is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The extent to which I am encouraged by my supervisor to offer suggestions and improvements in work methods is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. The respect and confidence I have in my supervisor are	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The extent to which I have the opportunity to use or develop my full potential is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. I regard my chances for promotion and increased pay as	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. The level of cooperation among the employees in my department is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Did you have a performance review with your supervisor at least once a year?	Yes	No			
24. Did you have training sessions?	Yes	No			
If so, who conducted them?					
How often were they held?					
25. What additional training would you have wanted?					

26. Which employee benefits did you feel were the most valuable?

Why?

27. What did you like most about working here?

28. What did you like least about working here?

29. What are your suggestions for improving this company as a place to work?

Reason for termination

Signature