

## Confidential Exit Interview Questionnaire

To maintain a positive working environment at California State University Northridge, we request your assistance by providing comments about your employment experience with the University. Please complete this questionnaire and mail it directly to the Office of Human Resources. Please be candid with your answers so we may benefit from your experience. Your responses will remain confidential but we will use the information you provide to help us improve as a university and as a place to work. Thank you for taking the time to provide your input.

Name: \_\_\_\_\_ (Optional) Position: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### **A. Reason for Leaving** *(Please check all that apply):*

Personal	Problems with Work Schedule	Grant/Contract Not Renewed
Quantity of Work	Not satisfied with Salary	Lack of Promotional Opportunity
Family Circumstances	Returning to School	Type of Work
Working Conditions	Benefits	Health Reasons
Accepted Another Job	Relocation	Relationship with Supervisor
Retirement	Lack of training	Other

Comments:

1. If leaving for another job, what does your new position offer that the job at CSUN did not?

### **B. How would you rate your Supervisor on the following elements?**

	Excellent	Good	Fair	Poor
Demonstrated fair & equal treatment				
Facilitated cooperation & teamwork				
Provided recognition on the job				
Encouraged feedback/listened to suggestions				
Effectively resolved complaints & grievances				

**C. How would you relate the following in relation to your job?**

Excellent      Good      Fair      Poor

Communications between you and your manager

Morale in your department

Job satisfaction

Training you received on how to do your job

Potential to move to a higher position

**D. Job Feedback**

Were you given adequate to do your job well?      Yes      No

Did you feel you were delegated the appropriate  
level of responsibility?      Yes      No

Did you receive sufficient feedback about your performance?      Yes      No

To what extent were you challenged to provide exceptional customer service?

What were some of the frustrations you experienced in working at the University?

What were some of the most positive features of employment with the University?

Would you recommend CSUN as a place to work?      Yes      No      Why?

Would you recommend your department as a place to work?      Yes      No      Why?

Thank you for providing feedback on your work experience. If you would like to give additional feedback verbally, you may contact your Human Resources representative at (818) 677-2101 or give a phone number and the best time of day for us to contact you.

Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Please return the completed questionnaire to: Office of Human Resources

Mail Code: 8229