

EXIT INTERVIEW QUESTIONNAIRE

County of Sonoma is seeking information from outgoing employees to help make the County a better place to work. Your answers to this questionnaire will provide County decision makers with important information regarding the work environment. The survey will take approximately 20-25 minutes to complete. You will also receive an invitation for an in-person exit interview with a department representative in which the information in the questionnaire will be discussed. You are not obligated to attend the interview, but you are strongly encouraged. You may submit the completed questionnaire during your exit interview, or you may provide it to your department human resources representative on or before you last day of employment.

Efforts will be made to keep the confidentiality of respondents, particularly if the County determines the provided information requires follow-up action; however, under certain circumstances the County may be legally obligated to disclose a respondent's name.

Name	Employment Date
	Termination Date
Department	Years with Department
	Years with County
Job Title	Supervisor

What prompted you to seek alternative employment?

- | | |
|---|--|
| <input type="checkbox"/> Type of Work | <input type="checkbox"/> Work Conditions |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Lack of Internal Career Advancement Opportunities |
| <input type="checkbox"/> Lack of Recognition | <input type="checkbox"/> Career Advancement Opportunities |
| <input type="checkbox"/> Company Culture | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Organization Direction | <input type="checkbox"/> Personal Reasons |
| <input type="checkbox"/> Quality of Supervision | <input type="checkbox"/> Other |

Comments: _____

What did you think of your supervision in regard to the following?

	Almost Always	Sometimes	Never	Comments
I received fair and equal treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I was recognized for the work I performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I felt there was cooperation and teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I was encouraged to provide suggestions and feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complaints and problems were resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and practices were followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I communicated well with my supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My supervisor took an interest in my career development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Was your workload usually: Too great Varied but all right About right Too light

Comments: _____

How did you feel about your salary and the employee benefits?

	Excellent	Good	Acceptable	Poor	No comment	Comments
Base Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dental Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vision Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paid Time Off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LTD Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are there any other benefits you feel should have been offered? Yes No

If "Yes" provide further detail:

How would you rate the following in relation to your job?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
There was cooperation amongst members of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There was cooperation between departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals communicated well within the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There was strong communication within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The morale of the department was positive and up-beat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I had a sense of job satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I received adequate training to perform my job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I had growth potential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I had a good working relationship with co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training or job development met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work assignments were distributed evenly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I had a clear understanding of my job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working conditions met expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The pay was fair for the amount of work required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The benefits were competitive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My work schedule met my needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall, I was satisfied with my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

How frequently did you receive performance feedback?

How frequently did you have discussions with your supervisor / manager about your career goals?

What does your new job offer that this position did not?

Why is your new job / company better?

What did you like most about your position?

What did you like least about your position?

Would you recommend the County to a friend as a place to work?

- Yes, without reservations Yes, with reservations No

Employee signature: _____

Date: _____

Exit Interview completed by: _____

Date: _____

Instructions: Original to the employee confidential file
 Copy to Human Resources