

Employment Termination Exit Interview

Name _____

Department _____ Job Title _____

Date _____ Supervisor _____

Termination Date _____ Interviewed by _____

1. If you accepted another job, what does that job offer that your job at The Diocese of Dallas did not?

2. What were the factors which contributed to your accepting a job with The Diocese of Dallas? Were these expectations realized? If not, why not? Has that changed in your present job?

3. Was the job you held accurately described when you were hired? To what extent do you feel that your skills were utilized?

4. What constructive comments would you have for management with regard to making the Diocese of Dallas a better place in which to work?

5. What are some of the factors which helped to make your employment enjoyable for those parts that you liked?

6. Would you recommend the Diocese of Dallas to a friend as a place to work? If yes, why? If no, why not?

7. Was your decision to leave influenced by any of the following? Please check all those that are applicable

- Leaving the City _____
- Returning to school | _____
- Health reasons _____
- Family reasons _____
- Retirement _____
- Secured a better position _____

- Dissatisfied with:
- Type of work _____
 - Working Conditions _____
 - Salary _____
 - Supervision _____
 - Other (please specify) _____

8. What did you think of the following in your job or your department?

Excellent Good Fair Poor

Orientation to job	_____
Physical working conditions	_____
Equipment provided	_____
Adequacy of training	_____
Fellow workers	_____
Cooperation within the department	_____
Cooperation with other departments	_____
Workload	_____

9. What did you think of the following in your job or your department?

Excellent Good Fair Poor

Demonstrates fair and equal treatment	_____
Resolves complaints and problems	_____
Provides recognition on the job	_____
Follows consistent policies and practices	_____
Informs employees on matters that directly Relate to their jobs.	_____
Encourages feedback and welcomes Suggestions	_____
Knowledgeable regarding performance and Accomplishments of the employees	_____
Expresses instructions clearly	_____
Develops cooperation	_____

9. What is your opinion regarding the following?

Excellent Good Fair Poor

Your salary	_____
Opportunity to develop job related skills And knowledge	_____
Opportunity for advancement	_____
Personnel policies (if fair or poor, tell why)	_____
Performance appraisal	_____