

Houston County
EXIT INTERVIEW QUESTIONNAIRE
(to be completed by employee)

Please indicate the level of education you have attended:

- () High School Graduate or GED () Associate of Arts Degree
() BA/BS Degree () MA/MS Degree
() Other _____

Upon accepting employment with the County, how long did you expect to remain employed here?

- () 1 or 2 years () 3-5 years () longer than 5 years or until retirement

Reason for Termination: () Voluntary resignation () Discharged () Retirement

REASON FOR VOLUNTARY RESIGNATION (Please check all applicable)

- | | |
|---|----------------------------|
| () Begin job elsewhere | () Better Opportunity |
| () Moving out of area | () Better Pay |
| () Spouse transferred | () Better Work Conditions |
| () Family circumstances | () Return to school |
| () Job Security | () To take time off |
| () Supervision (Immediate) | () Supervision (Division) |
| () Upper management | () Co-workers |
| () Retirement | () Lack of recognition |
| () Type of work | () Self Employment |
| () Health | () Commuting distance |
| () Military Service | () Benefits package |
| () Dissatisfied with pay, hours, or type of work | |
| () Other _____ | |

New Employer _____ Salary (Optional) _____

Nature of work _____

If you have taken another job:

Is it performing the same type of work? () yes () no

Is it in the: () public sector () private sector

What do you believe your new position will offer you that your position with Houston County did not? _____

How would you rate your immediate supervisor on the following points:

	Almost Always	Usually	Some- times	Never
Followed policies and procedures	()	()	()	()
Demonstrated fair and equal treatment	()	()	()	()
Provided recognition on the job	()	()	()	()
Developed cooperation and team work	()	()	()	()
Encouraged and listened to suggestions	()	()	()	()
Resolved complaints, grievances and problems	()	()	()	()
Followed safety practices	()	()	()	()

Comments: _____

Did your supervisor review job expectations and performance with you at least twice during your probationary period? () yes () no

What did you think of management in regard to the following?

	Almost Always	Usually	Some- times	Never
Followed policies and procedures	()	()	()	()
Demonstrated fair and equal treatment	()	()	()	()
Provided recognition on the job	()	()	()	()
Developed cooperation and team work	()	()	()	()
Encouraged and listened to suggestions	()	()	()	()
Resolved complaints, grievances and problems	()	()	()	()
Followed safety practices	()	()	()	()
Comments: _____				

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

	Excellent	Good	Fair	Poor
Communication within the county as a whole	()	()	()	()
Communication within your department	()	()	()	()
Cooperation within the department	()	()	()	()
Cooperation with other departments	()	()	()	()
Cooperation between you and your supervisor	()	()	()	()
The training you received	()	()	()	()
Advancement Opportunities	()	()	()	()
Working Conditions	()	()	()	()
Use of your abilities	()	()	()	()
Potential for career growth	()	()	()	()
COMMENTS: _____				

How would you rate the County on the following points?

	Excellent	Good	Fair	Poor
Rate of pay for your job	()	()	()	()
Paid Holidays	()	()	()	()
Paid Vacation	()	()	()	()
Retirement Plan	()	()	()	()
Health Insurance/AD&D	()	()	()	()
Paid Sick Leave Plan	()	()	()	()
Dental Insurance	()	()	()	()

Are there any other benefits you feel should have been offered? () yes () no

If yes, please specify: _____

Which of the following described your working conditions?

- () safe () unsafe at times () pleasant or comfortable
() uncomfortable - why? _____
comments _____

Which of the following statements described the equipment or tools you used:

- () Had all equipment or tools that I needed to do my job.
() Could have used some other equipment or tools - what? _____
() Did not have equipment or tools needed to do my job.
() Equipment or tools were in good condition.
() Equipment or tools were in fair condition but may need repair - which ones? _____
() Equipment or tools were unsafe or poor at times - if so, which ones need replacement or repair? _____

Which of the following statements described the workload of your job at Houston County?

() about right () too much () too little

What did you like **most** about your job and/or the County? _____

What did you like **least** about your job and/or the County? _____

How would you rate yourself in relation to the following statements?

	Almost Always	Usually	Some- times	Never
I followed policies and procedures	()	()	()	()
I communicated well with members both within and with other departments	()	()	()	()
I cooperated with members of my department and with members of other departments	()	()	()	()
I communicated problems, issues , and/or concerns with my supervisor	()	()	()	()
I got along with my co-workers	()	()	()	()
I used my abilities and training	()	()	()	()
I developed cooperation and team work	()	()	()	()
I encouraged and listened to suggestions	()	()	()	()
I worked to resolve complaints, grievances and problems	()	()	()	()
I followed safety practices and procedures	()	()	()	()

Comments: _____

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

() Yes, definitely () Yes, with reservations () No

Why do you feel this way? _____

Is there anything else you would like us to know: _____

Is there anyone you would like this completed form to be shared with?

() **Yes**; () Supervisor () Dept Head () Commission () Personnel Bd

() Other (specify) _____

() **No**

