

Shepherd University Employee Exit Survey

Dear Colleague:

We want to develop the best possible information to help us understand why our employees leave Shepherd University. Please complete the front and back of this short survey and return it in the enclosed envelope or deliver it to the HR Office.

- ☐ I would like to keep my answers confidential.
- ☐ I would like to have my information shared appropriately, but keep my identity confidential.
- ☐ Please share my responses as appropriate and feel free to identify me.

Name (optional): _____ Last Position Title: _____

Date of Initial Employment: _____ Ending Date of Employment: _____

Please check any of the following which contributed to your decision to leave the University:

- | | |
|--|---|
| <input type="checkbox"/> Better job opportunity | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Poor working conditions | <input type="checkbox"/> Health |
| <input type="checkbox"/> Current work not challenging | <input type="checkbox"/> Going to school |
| <input type="checkbox"/> Current work too difficult | <input type="checkbox"/> Better fringe benefits package |
| <input type="checkbox"/> Salary | <input type="checkbox"/> Military service |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Self-employment |
| <input type="checkbox"/> Commuting distance | <input type="checkbox"/> Moving away from area |
| <input type="checkbox"/> Lack of opportunity for advancement | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Other (Please explain): | |

Please rate each of the following benefits at Shepherd University:

	Excellent	Good	Fair	Poor	No Opinion
Rate of pay	()	()	()	()	()
Paid holidays	()	()	()	()	()
Retirement plan	()	()	()	()	()
Tuition waivers	()	()	()	()	()
Life insurance	()	()	()	()	()
Health insurance	()	()	()	()	()
Sick leave	()	()	()	()	()
Annual leave	()	()	()	()	()
Employee training	()	()	()	()	()

Other:

With most positions, there are some things we like and some things we don't like. What are some of the things you liked the most about your job?

What did you like the least about your job?

Are you leaving for any reason which would appear to be discriminatory on the basis of race, color, sex, religion, national origin, physical disability, ancestry, blindness, familial status, ethnicity, age, handicap, sexual orientation/preference or Vietnam Era Veteran status? ☐ Yes ☐ No If yes, please explain:

Did you attempt to seek remedy of the situation: ☐ Yes ☐ No
If yes, how?

Other comments about your position (co-workers, workload, equipment, etc.):

Changes that you would recommend for Shepherd University:

General comments about employment at Shepherd University:

Thank you for taking the time to complete this exit interview, and thank you for your service to Shepherd University. We wish you well with whatever new experiences await you.