



University Corporation for Atmospheric Research

EXIT INTERVIEW

Employee Name _____

Supervisor _____

Division _____

Job Title _____

Hire Date _____

Termination Date _____

1. Why are you leaving UCAR?

2. What circumstances would have prevented your departure?

3. What did you like most about your job?

4. What did you like least about your job?

5. What did you think of your supervisor on the following points:

	Almost Always	Usually	Sometimes	Never
Was consistently fair	()	()	()	()
Provided recognition	()	()	()	()
Resolved complaints	()	()	()	()
Was sensitive to employees' needs	()	()	()	()
Provided feedback on performance	()	()	()	()
Was receptive to open communication	()	()	()	()
Followed UCAR's policies	()	()	()	()

6. How would you rate the following:

	Excellent	Good	Fair	Poor
Cooperation within your division/program	()	()	()	()
Cooperation with other divisions	()	()	()	()
Personal job training	()	()	()	()
Equipment provided (materials, resources, facilities)	()	()	()	()
Company's performance review system	()	()	()	()
Company's new employee orientation program	()	()	()	()
Rate of pay for your job	()	()	()	()
Career development/Advancement opportunities	()	()	()	()
Physical working conditions	()	()	()	()

Comments: _____

7. Was the work you were doing approximately what you expected it would be?

Yes _____ No _____

Comments: _____

8. Was your workload usually: Too heavy () About right () Too light ()

9. How did you feel about the employee benefits provided by the company?

	Excellent	Good	Fair	Poor	No Opinion
Paid holidays	()	()	()	()	()
Paid vacation	()	()	()	()	()
Medical plan	()	()	()	()	()
Dental plan	()	()	()	()	()
Vision plan	()	()	()	()	()
Flexible spending plans	()	()	()	()	()
Sick leave	()	()	()	()	()
Retirement plan	()	()	()	()	()
Educational assistance	()	()	()	()	()

10. Would you recommend the company to a friend as a good organization to work for?

Most definitely () With reservations () No ()

11. What suggestions do you have to make UCAR a better place to work?: _____

Human Resources Representative

Employee

Date: _____

Date: _____