

## EXIT INTERVIEW FORM

**Instructions:** It is NCIRE policy to conduct an exit interview with each employee upon separation. We would appreciate your honest opinions about your employment with our organization. Your objective feedback can help us to improve workplace conditions and make this company a better place to work. Please print out questionnaire and complete both sides. The questionnaire should be returned to NCIRE Human Resources Department. Thank you in advance for your valued opinion.

<b>Employee Name</b>	<b>Separation Date</b>
<b>Position Title</b>	<b>Department/Service</b>

**Reason for Termination: (Please select the ONE best reason)**

<input type="checkbox"/> Career Advancement (Check all that apply)	<input type="checkbox"/> Post Doctoral Training Concluded	<input type="checkbox"/> Dissatisfied with Position
<input type="checkbox"/> Higher compensation	<input type="checkbox"/> Temporary Assignment Concluded	<input type="checkbox"/> Dissatisfied with Management
<input type="checkbox"/> Higher level position	<input type="checkbox"/> Funding Ended	<input type="checkbox"/> Personal Reasons
<input type="checkbox"/> Opportunities for advancement	<input type="checkbox"/> Returning to school	<input type="checkbox"/> Other (Please explain):

1. Were any promises made to you when you were hired that did not materialize?  Yes  No  
 If yes, please describe:

2. Did you feel that you received an adequate orientation when first hired regarding:

- The Company  Yes  No
- Your position  Yes  No
- Company policies and benefits  Yes  No

3. Did you feel that you were given adequate training to perform the job you were hired to do?  Yes  No

4. Did you feel free to go to your manager with suggestions or problems?  Yes  No

5. How would you rate the quality of management you received?

Excellent     Good     Fair     Poor

6. Did you feel you were kept well informed of company policies and developments?  Yes  No

7. What was the most effective way for you to receive company information?

- Direct mail to your home
- NCIRE e-mail account
- VA outlook e-mail account
- UCSF e-mail account
- Personal e-mail account
- NCIRE intranet

8. Did you feel you were paid fairly for the work you did?  Yes  No

9. Did you feel you received accurate performance appraisals?  Yes  No

10. Did you feel you received reasonable consideration for promotional opportunities?  Yes  No

11. Were you satisfied with company benefits?  Yes  No

12. Were you satisfied with office/lab facilities?  Yes  No

13. What did you like best about your job?

14. What did you like least?

15. If you are leaving to work for another company, what advantages does your new position offer that your current position does not?

a. Will you be working for a position in academia or industry?  Yes  No

b. Will you be working for a position in industry?  Yes  No

c. Which company or university?

16. What would you recommend that management do to make this a better place to work?

17. Finally, do you have any additional comments or unresolved issues?

Thank you for taking the time to complete this exit interview form.

Employee's Signature	Date
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