CALIFORNIA INSTITUTE OF TECHNOLOGY

# Exit Interview Form

**Name: Department: Supervisor: Position:**

**Termination Date:**

## (Please indicate reason which applies to your situation.)

**REASON FOR LEAVING CALTECH**

Relocation Further Education Other

Family Illness Retirement

More Pay End of Assignment Job Closer to Home

## Have you worked at more than one position at Caltech? Are you interested in future employment at Caltech?

Yes No

Yes No

## If yes, in what areas?

Did you apply for a transfer? Yes No Not Applicable

## If yes, what was the outcome of that application?

If no, why did you not seek other Caltech employment?

Do you have any suggestions, recommendations, or comments about Caltech as a workplace?

**Thank you for your cooperation. We would appreciate your completing the**

**Exit Interview Survey on the second page.** Your replies will be used to improve Caltech as a place to work.

**INTERVIEWER** DATE

# COMMENTS

**EXIT INTERVIEW SURVEY**

## This survey is designed to obtain an indication of your feelings about your job and working environment. Please complete the questions by marking the most appropriate answer(s) that applies to your situation.

### OPPORTUNITIES FOR PERSONAL DEVELOPMENT

 Career development opportunities existed for me in my organization (e.g. coaching from my manager, participation in cross-training or temporary assignment, attendance at training courses, challenging assignments)……………………………..

 My work responsibilities were clearly defined……….

 I received regular performance evaluations (at least once a year)……………………………..……………….

### COMMUNICATION/COOPERATION

 I received appropriate feedback from my

immediate supervisor about what I did well and also what I needed to improve upon………………………..

 There was teamwork among my co-workers………..

### WORK ENVIRONMENT/EQUIPMENT

 My work space was adequate to perform my duties..  My supervisor provided me with the tools needed to do my work……………………………………………….

### MANAGEMENT

 My supervisor delegated work and responsibility consistent with my ability……………………………….

 My supervisor conducted regular staff meetings with subordinates……………………………………………..

 My supervisor assisted in the resolution of conflict among subordinates……………………………………

 My supervisor treated employees with respect………

 My supervisor was fair…………………………………..

 Management in my department encouraged innovative thinking from employees…………………..

### JOB SATISFACTION

 I liked my job……………………………………………..

 I felt I was part of the group in which I worked……….

 I was in a job that made good use of my skills and abilities……………………………………………………

 I received proper recognition for a job well done…….

 My work was challenging……………………………….

 The morale was good in my work area……………….

 Caltech is a good place to work………………………..

 I would consider re-employment at Caltech………….

### COMPENSATION/BENEFITS

 Caltech has a good benefits package………………..

 Caltech's paid time off provisions are fair and equitable………………………………………………….

 Caltech's pay is fair and equitable as compared to

## market………………………………………………..

**STRONGLY STRONGLY N/A -DON'T AGREE AGREE DISAGREE DISAGREE KNOW**

# Additional Comments

**Thank your for your cooperation.**