Office of Human Resources

Exit Questionnaire

Please help us make this institution a better place to work by completing the following survey. Your honesty is greatly appreciated, and your opinions are highly valued. Thank you for your time and effort in completing the survey!

Name: _______________________________  Faculty ☐  Staff ☐  Administrator ☐
Department/Division: __________________________  Job Title: ________________________________
Years of Service: ________________________________  Termination Date: _______________________

1. Why are you leaving the institution?
   ☐ Resigned – Found Another Opportunity  ☐ Resigned – Seeking Another Opportunity
   ☐ Resigned – Other  ☐ Transferred  ☐ Retiring

1A. Which factors contributed to your decision to leave the institution? (Please check all that apply).
   ☐ Better Job Opportunity  ☐ Better Fringe Benefit Package  ☐ Return to School  ☐ Working Conditions
   ☐ Family Circumstances  ☐ Career Opportunity  ☐ Self-Employment  ☐ Type of Work
   ☐ Seeking Higher Salary  ☐ Transfer of Family Member  ☐ Military Service  ☐ Commuting Distance
   ☐ Lack of Recognition  ☐ Conflict With Management  ☐ Job Dissatisfaction  ☐ No opportunity for advancement

Please provide details about why you are leaving: ________________________________________________
________________________________________________________________________________________

1B. If you are retiring, which factors contributed to your decision to retire? (Please check all that apply).
   ☐ Length of Service  ☐ Family Circumstances  ☐ No Incentive to Continue Working  ☐ Lack of Recognition
   ☐ No Opportunity for Advancement  ☐ Conflict with Management  ☐ Other

Please provide details about why you are retiring: ________________________________________________
________________________________________________________________________________________

2. Please share suggestions that you feel would lead to improvements in:
   • The department/division:
   • The institution:
   • The University System of Georgia:
3. Did you have the resources, equipment, and information necessary to do your job?  
   [ ] Yes  [ ] No  
   Comments: ________________________________________________________________
   _______________________________________________________________________

4. Please rate your level of satisfaction with the following benefits and services and list any suggestions you have for improvement.

<table>
<thead>
<tr>
<th></th>
<th>Very Satisfied</th>
<th>Satisfied</th>
<th>Neutral</th>
<th>Dissatisfied</th>
<th>Very Dissatisfied</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Rate of Pay</td>
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<td>Paid Holidays</td>
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<td>Health Insurance</td>
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<td>Life Insurance</td>
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<td>Sick Leave</td>
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<td>Annual Leave</td>
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<td>Retirement Plans</td>
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<td>Information Technology</td>
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<td>Facilities Management</td>
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<td>Human Resources</td>
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<td>Tuition Assistance Program (TAP)</td>
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Suggestions: ________________________________________________________________
   _______________________________________________________________________

5. Please rate your immediate supervisor and provide comments on any areas of concern.

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<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<tbody>
<tr>
<td>My supervisor is competent in his/her professional field.</td>
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<td>My supervisor promoted cooperation within my department.</td>
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<td>My supervisor promoted cooperation with other departments.</td>
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<td>My supervisor demonstrated fair and equal treatment.</td>
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<td>My supervisor was able to handle complaints effectively.</td>
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<td>My supervisor clearly communicated instructions and openly discussed problems.</td>
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<td>My supervisor clearly explained my job responsibilities and performance standards.</td>
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<td>My supervisor followed policies and procedures consistently.</td>
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<td>My supervisor encouraged feedback and welcomed suggestions.</td>
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<td>My supervisor provided recognition or showed appreciation for quality work.</td>
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6. Did the duties identified in the job description closely match the work you actually performed? □ Yes □ No

Comments:____________________________________________________________________________________
________________________________________________________________________________________

7. Would you recommend this institution to a friend as a good place to work? □ Yes □ No

Comments:____________________________________________________________________________________
________________________________________________________________________________________

8. What are some of the factors that contributed to making your employment here enjoyable? ______________________

_______________________________________________________________________________________________

9. Did you receive adequate training and orientation?

New Hire Orientation □ Yes □ No

Departmental Training □ Yes □ No

Comments:____________________________________________________________________________________
________________________________________________________________________________________

10. How did you find out about opportunities for advancement? ________________________________

_______________________________________________________________________________________________

11. Did you apply for a promotion or transfer while with the college? □ Yes □ No

12. Did you receive a promotion while employed with the college? □ Yes □ No

13. Was your workload reasonable for the position you held? □ Yes □ No

Comments:____________________________________________________________________________________
________________________________________________________________________________________

14. Would you consider returning to ABAC? __________ If not, why? _______________________________

_______________________________________________________________________________________________

15. Could your departure have been prevented? __________ How? ______________________________________

_______________________________________________________________________________________________

16. How were the overall working conditions at ABAC? __________________________________________

_______________________________________________________________________________________________

_____________________________________________________________________________________________
The college is subject to the provisions of the open records law, which means that confidentiality cannot be guaranteed. However, after this questionnaire has been reviewed by the Human Resources office, it can be destroyed if you wish.