

ALVIN COMMUNITY COLLEGE

EXIT INTERVIEW

Alvin Community College is committed to a positive work environment for its employees. Your feedback provides a valuable source of information to measure our success in reaching that goal. The information obtained from these interviews will be used to enhance our recruitment and retention efforts and to assess the overall quality of work life at Alvin Community College. Your honest and candid answers are important to us. Your answers will not be shared without your knowledge and will not affect your future references or prospects for re-employment. The completed form should be submitted to the Human Resources Office on your last active work day.

ABOUT THE COLLEGE	LOW ↔ HIGH				
	1	2	3	4	5
Rate your perception of the College					
Overall work experience at Alvin Community College					
Physical working conditions (environment, work space, grounds, etc.)					
Alvin Community College compared to other employers					
Quality of Leadership					
How decisions are made					
Time it takes to get things done					
Efficiency / utilization of resources					
Focus on its mission					
Promotes respect for all individuals					
Working relationships throughout the campus community					

What I considered most rewarding about my employment at Alvin Community College was:

List any constructive ideas you have for improving the work life at Alvin Community College. (other benefits, better staffing patterns, training, etc.)

ABOUT YOUR JOB	LOW ↔ HIGH				
	1	2	3	4	5
Rewarding					
Relations with co-workers					
Flexibility of hours					
Workload equity					
Possibilities for enrichment					
Training opportunities					
Clear Expectations					
Receive adequate feedback					
Salary Equity					
Benefits Program (insurances, retirement, paid leave time, Employee Assistance Program)					
The importance of your job to the mission of the College					
Rate your own performance / contribution					

What are your recommendations for improving the position?

ABOUT YOUR SUPERVISOR	LOW ↔ HIGH				
	1	2	3	4	5
Treats subordinates fairly					
Gives appropriate recognition					
Resolves complaints / difficulties timely and effectively					
Consistently applies policies and procedures					
Communicates openly and clearly					
Encourages feedback					
Is knowledgeable and competent					
Expresses instructions clearly					
Demonstrates good leadership skills					
Offers supportive supervision					

Your comments about your immediate supervisor and/or administrative supervisor:

OTHER

1. Are there any particular practices or working conditions that either led to your decision to leave or that you feel are detrimental to a satisfactory working relationship? If so, what constructive suggestions do you have to eliminate them?

2. What is your primary reason for leaving?

3. What would you like to say that we did not ask?

DEMOGRAPHIC DATA

- Employee Type:** Administrative Professional Faculty Support Staff
Gender: Male Female **Age:** Under 30 41 –50
Length of Service: Less than 6 months 1 - 5 Years 31 – 40 51 – 60
 5 – 10 Years 10 + Years Over 60

Thank you for taking the time to share your experiences with us. Good luck in your future endeavors.