

Date: \_\_\_\_\_



## EXIT INTERVIEW QUESTIONNAIRE

We would appreciate you taking the time to answer the following questions. Your individual responses are treated as confidential and will not become part of your personnel file. We hope that you will be candid with your answers so that we might gain from your experience as a Barry-Lawrence Regional Library employee. We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation.

Name	Position
Branch	Length of Service

### What prompted you to leave Barry-Lawrence Regional Library? (check all that apply)

<input type="checkbox"/> Change of Career	<input type="checkbox"/> Lack of Recognition
<input type="checkbox"/> Career Advancement/Better Opportunity	<input type="checkbox"/> Compensation/Benefits
<input type="checkbox"/> Retirement	<input type="checkbox"/> Family Circumstances
<input type="checkbox"/> Return to School	<input type="checkbox"/> Issues with Supervision/Management
<input type="checkbox"/> Relocation	<input type="checkbox"/> Work Conditions
<input type="checkbox"/> Commute	<input type="checkbox"/> Other:

### Before making your decision to leave, did you investigate other options that would enable you to stay?

\_\_\_\_\_ yes \_\_\_\_\_ no Please explain: \_\_\_\_\_

### Did your supervisor/management...

	Almost always	Sometimes	Never	Comments
Demonstrate fair and equitable treatment				
Provide you ample training to do your job				
Provide recognition on the job				
Develop cooperation and teamwork				
Encourage/listen to suggestions				
Resolve complaints and problems				
Follow policies and procedures				

### How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor	Comments
Cooperation within your branch					
Cooperation with Regional Office					
Communications in your branch					
Communications within the library as a whole					
Communications with your supervisor					
Morale in your branch					
Your job satisfaction					
Growth potential					
Compensation/Benefits					

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**In general, how well do you perceive that library staff embrace the following workplace behaviors?**

	<b>Almost Always</b>	<b>Frequently</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>	<b>Comments</b>
Customer service						
Support of library policies						
Support of library procedures						
Creative problem solving						
Empowerment						
Teamwork						

**Did you encounter any wasteful work practices or policies? If so, please list.**

**What did you like most about your employment with Barry-Lawrence Regional Library?**

**What did you like the least?**

**What will your new situation provide that this one does not?**

**Do you have any suggestions for improvement?**

**Is there anything that Barry-Lawrence Regional Library could have done differently to entice you to stay?**     yes     no    Please explain \_\_\_\_\_

**Would you consider working for the Barry-Lawrence Regional Library again in the future?**  
 yes, without reservation     yes, with reservations     no    Please list reason: \_\_\_\_\_

**Would you recommend working for the Barry-Lawrence Regional Library to others?**  
 yes, without reservation     yes, with reservations     no    Please list reason: \_\_\_\_\_

**Additional comments about your job or the Barry-Lawrence Regional Library:**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

