



### Confidential Exit Interview Form

*Please note that this form will be kept separate from your personnel file.*

[ ] *By checking this box, I authorize NJIT-Human Resources to share this information on a need to know basis with any appropriate parties.*

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Manager: \_\_\_\_\_

Hire Date: \_\_\_/\_\_\_/\_\_\_ Separation Date: \_\_\_/\_\_\_/\_\_\_

Name of Interviewer: \_\_\_\_\_ Interview Date: \_\_\_/\_\_\_/\_\_\_

Forwarding Address (if applicable – need for taxes):

\_\_\_\_\_

Street Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**I. General Background Information**

*Please check one for each of the following categories.*

- | <u>Most Recent Position</u>                | <u>Length of Service</u>   | <u>Education</u>                     |
|--|----------------------------|--------------------------------------|
| [ ] Administrative/Managerial Professional | [ ] Less than one year     | [ ] Less than high school            |
| [ ] Office Support                         | [ ] One but less than two  | [ ] High School Degree or equivalent |
| [ ] Technical                              | [ ] Two but less than five | [ ] Associate's Degree               |
| [ ] Services and Maintenance               | [ ] Five but less than ten | [ ] Bachelor's Degree                |
| [ ] Skilled Trade                          | [ ] Ten or more            | [ ] Master's Degree                  |
|  |                            | [ ] Ph.D                             |
|  |                            | [ ] Other: _____                     |

**Affirmative Action Status**

- | <u>Racial or Ethnic Group</u>      | <u>Age Group</u> | <u>Disabled or Veteran</u> | <u>Gender</u> |
|------------------------------------|------------------|----------------------------|---------------|
| [ ] Native American/Alaskan Native | [ ] Under 30     | [ ] Disabled               | [ ] Female    |
| [ ] Asian Pacific Islander         | [ ] 30-39        | [ ] Veteran Disabled       | [ ] Male      |
| [ ] Black, not Hispanic Origin     | [ ] 40-49        | [ ] Vietnam Era Veteran    |               |
| [ ] Hispanic                       | [ ] 50-59        | [ ] Other Veteran          |               |
| [ ] White, not Hispanic Origin     | [ ] 60 and over  |                            |               |

**II. Reasons for Leaving**

A. What prompted you to seek other employment?

- [ ] Type of work
- [ ] Benefits
- [ ] Career advancement/opportunity
- [ ] Conflict with supervisor/colleague
- [ ] Family circumstances
- [ ] Childcare
- [ ] Layoff
- [ ] Retired
- [ ] Return to school
- [ ] Military reasons
- [ ] Other: \_\_\_\_\_
- [ ] Compensation
- [ ] Lack of recognition
- [ ] Work conditions
- [ ] Campus safety
- [ ] University culture
- [ ] Self-employment
- [ ] Funding for position discontinued
- [ ] Did not receive tenure
- [ ] End of appointment
- [ ] Did not pass probationary period

Additional comments on above question: \_\_\_\_\_

B. Before making a decision to leave, did you investigate other options that would enable you to

stay at NJIT? Yes  No

If "yes", describe: \_\_\_\_\_

*Please rate the following: 1 strongly agree 3 moderately agree 5 strongly disagree*

**III. Concerning Your Position**

A. You received adequate training and job instructions for your job duties	1	2	3	4	5
B. You were provided with the support and resources needed to perform your job	1	2	3	4	5
C. Your workload was appropriate (just right most of the time) to your position	1	2	3	4	5
D. Your department dealt fairly and equitably with staff	1	2	3	4	5
E. You were able to maintain a work and family balance	1	2	3	4	5
F. The general physical working conditions at NJIT were good	1	2	3	4	5

Additional comments on above question: \_\_\_\_\_

**Tenure-track faculty only:**

A. Teaching and research opportunities were available	1	2	3	4	5
B. Start-up funding was provided	1	2	3	4	5
C. Research support (including Library) was available	1	2	3	4	5
D. Technological support was provided	1	2	3	4	5
E. Travel funds were provided	1	2	3	4	5
F. Promotion/tenure/merit criteria were clearly outlined	1	2	3	4	5

**IV. Compensation**

A. Your current rate of pay was competitive	1	2	3	4	5
B. You received performance reviews annually and periodic feedback and coaching	1	2	3	4	5
C. You were satisfied with the classification of your position	1	2	3	4	5

Additional comments: \_\_\_\_\_

**V. Communications**

A. You were satisfied with your department's communications with staff	1	2	3	4	5
B. You were satisfied with the University's overall communication with employees	1	2	3	4	5
C. Your supervisor demonstrated concern for you as an employee and as a person	1	2	3	4	5
D. You had a good working relationship with your supervisor	1	2	3	4	5

Additional comments: \_\_\_\_\_

**VI. Benefits**

<i>The following benefits were:</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>N/A</i>
Medical plan	_____	_____	_____	_____	_____
Dental plan	_____	_____	_____	_____	_____
Vision plan	_____	_____	_____	_____	_____
Prescription drug plan	_____	_____	_____	_____	_____
Flexible spending	_____	_____	_____	_____	_____

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>N/A</i>
CollegeBound fund	_____	_____	_____	_____	_____
Transit	_____	_____	_____	_____	_____
Life insurance	_____	_____	_____	_____	_____
Short-term disability/Long-term disability	_____	_____	_____	_____	_____
Tuition Remission	_____	_____	_____	_____	_____
Paid vacation	_____	_____	_____	_____	_____
Paid sick leave	_____	_____	_____	_____	_____
Paid holidays	_____	_____	_____	_____	_____

Are there any benefits you feel should have been offered? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VII. Miscellaneous**

A. Was the job realistically presented to you when you were hired? Explain.

\_\_\_\_\_

\_\_\_\_\_

B. Were you adequately acclimated to the University (i.e. during New Hire Orientation, by your department)? Explain.

\_\_\_\_\_

\_\_\_\_\_

C. Would you consider working at NJIT in the future?

Yes, without reservations       Yes, with reservations       No

D. Would you recommend NJIT to a friend as a place to work?

Yes, without reservations       Yes, with reservations       No

Additional observations or suggestions that would help us meet the needs of our employees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_