Jackson State University Exit Interview Questionnaire
(To be completed by employee)

Name: [ ]
Date: [MM/DD/YYYY]

J#: [ ]
Faculty [ ] Staff [ ]

Job Title: [ ]
Supervisor’s Name: [ ]

Type of Separation:  ☐ Retirement  ☐ Resignation  ☐ Discharge  ☐ Layoff

Please indicate the academic or administrative unit or department where you work at the University.

Were you a full-time or part-time employee?  ☐ Full-time  ☐ Part-time  ☐ Temporary

Separation Date (Last official day of work at the University)
[MM/DD/YYYY]

What are your reasons for leaving the University (check all that apply)
☐ Change in career  ☐ Medical issues  ☐ Lack of advancement opportunities
☐ Laid off (RIF)  ☐ Lack of recognition for work  ☐ Non-renewal of contract or position
☐ Moving from area  ☐ Family or personal needs  ☐ Dissatisfied with compensation
☐ Work environment  ☐ To further education  ☐ Discontinuation of funding
☐ Dissatisfied with benefits  ☐ Retirement  ☐ Quality of supervision
☐ Anticipated/Denial of tenure  ☐ Workload or work hours

Other (please specify)

Please rate the items below in terms of your satisfaction with each during your employment at the University:

<table>
<thead>
<tr>
<th>Item</th>
<th>Very Unsatisfied</th>
<th>Unsatisfied</th>
<th>Satisfied</th>
<th>Very Satisfied</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Work</td>
<td>[ ]</td>
<td>[ ]</td>
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<td>[ ]</td>
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<tr>
<td>Pay / Compensation</td>
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<tr>
<td>Benefits Package</td>
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<tr>
<td>Medical Benefits</td>
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<tr>
<td>Dental Benefits</td>
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<tr>
<td>Vision Benefits</td>
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<tr>
<td>Resources to do your job</td>
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<tr>
<td>Physical working condition</td>
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</tbody>
</table>

Have you returned the following?
☐ Keys  ☐ I.D./Supercard  ☐ American Express  ☐ Cell Phones  ☐ Electronic Devices
☐ Uniforms  ☐ Access Keys  ☐ All Inventory  ☐ Laptops  ☐ Reports/Books/Manuals

Revised 07/2012
# Jackson State University Exit Interview Questionnaire

(To be completed by supervisor / human resources)

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
<th>MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>J#: Faculty Staff</td>
<td>Hire Date</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Supervisor’s Name</th>
</tr>
</thead>
</table>

### Type of Separation:
- [ ] Retirement
- [ ] Resignation
- [ ] Discharge
- [ ] Layoff

Please indicate the academic or administrative unit or department where you work at the University.

Full-time or part-time employee?
- [ ] Full-time
- [ ] Part-time
- [ ] Temporary

Separation Date (Last official day of work at the University.)

How long did the employee work for the University?

List the reasons the employee is leaving the university (check all that apply):

- [ ] Change in career
- [ ] Medical issues
- [ ] Lack of recognition for work
- [ ] Lack of advancement opportunities
- [ ] Laid off (RIF)
- [ ] Non-renewal of contract or position
- [ ] Family or personal needs
- [ ] Moving from area
- [ ] Work environment
- [ ] To further education
- [ ] Discontinuation of funding
- [ ] Dissatisfied with benefits
- [ ] Retirement
- [ ] Dissatisfied with compensation
- [ ] Quality of supervision
- [ ] Anticipated/Denial of tenure
- [ ] Performance Factors
- [ ] Behavioral Traits
- [ ] Leadership/Supervisory

Are performance issues documented?
- [ ] Yes
- [ ] No

When was the employee notified of discharge / non-renewal?

### Complete if employee was laid off.

Was the employee offered a transfer?
- [ ] Yes
- [ ] No

If offered, was the transfer accepted?
- [ ] Yes
- [ ] No

If offered, to which department and job.

Is the employee eligible for rehire?
- [ ] Yes
- [ ] No

Why?

Did the employee return the following?

- [ ] Keys
- [ ] I.D./Supercard
- [ ] American Express
- [ ] Cell Phones
- [ ] Electronic Devices
- [ ] Uniforms
- [ ] Access Keys
- [ ] All Inventory
- [ ] Laptops
- [ ] Reports/Books/Manuals

**Note:** The completed employee’s and supervisor’s Exit Interview forms are submitted with the Personnel Action Form.

Revised 07/2012