

Perry County
Employee Exit Interview

Departing employees are encouraged to complete this form. Please give us your honest opinions, without fear of reprisal. The purpose is to help us improve our service and employee satisfaction.

Name _____ Department _____

Supervisor _____ Position _____

Hire Date _____ Last day of Employment _____

Reason for leaving:

_____ Career Opportunity
_____ Retirement
_____ Moving
_____ Staying at home
_____ Returning to school

_____ Incompatibility
_____ Heavy workload
_____ Did not like my office/department
_____ Quality of supervision
_____ Support of administration
_____ Other (please describe)

1. Before making the decision to leave, did you consider/investigate the possibility of staying with us, perhaps under different circumstances? ____ Yes ____ No
If you answered yes, under what options did you consider?

2. Was your job fully explained and did you receive adequate training when you were hired?

3. What did you like most about your job?

4. What did you like least about your job?

5. What could we change and what would it accomplish?

over

Please rate the following in relation to your job with Perry County				
	Excellent	Good	Fair	Poor
Cooperation within your department				
Comments:				
Job recognition				
Comments:				
Clarity of job duties				
Comments:				
Communication between you & your supervisor				
Comments:				
Salary				
Comments:				
Benefits				
Comments:				
Communication within organization as a whole				
Comments:				
Personnel policies				
Comments:				
Fair treatment by supervisor				
Comments:				
Peer support				
Comments:				
Support of supervisor				
Comments:				
Support between departments				
Comments:				
Support of administration				
Comments:				

If you have other comments or suggestions to share, please feel free to use the space below or on an additional sheet.

Signature _____ Date _____

Routing: Return to Supervisor, Department Head or Commissioners Human Resources