



Document A: Staff Exit Interview

Exit Interview Date: _____

The University Mission

Our mission is to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential. We aspire to be a community that values Respect, Integrity, Innovation, Openness, Justice, and Responsibility.

Exit Interview Purpose

The exit interview process is intended to provide employees voluntarily leaving the University with the opportunity to provide feedback on culture, job satisfaction, benefits & pay offerings. The purpose of the exit interview is to gain insight into where there is opportunity to promote employee job satisfaction. The University of Vermont encourages exiting employees to be as honest as possible. Information collected during exit interviews will allow the University of Vermont a unique perspective on organizational performance and employee satisfaction.

Privacy Statement

We value your input. The information provided will not affect future references. Information collected during exit interviews is private. This information will only be shared in aggregate and personally identifying information will be removed before it is shared. However, if unethical or criminal behavior, incidents of discrimination or harassment, regulatory non-compliance or other legal issues are divulged, the survey administrator is obligated to take action by notifying Affirmative Action/Equal Opportunity Office, Police Services, Audit Services, or other appropriate University office. The information provided in these circumstances may include personally identifiable information. You may also submit concerns either with self-identification or anonymously, to the [Ethics and Compliance Reporting and Helpline](#).

Employee Type	(Faculty, Staff, Grad, etc)	Length of service in current position	
Name (Optional)		Length of service at the University of Vermont	
FLSA Status	Exempt or Non-exempt or Unsure*	Department	

*Non-exempt employees are eligible to earn overtime, while Exempt employees do not earn overtime.

Section 1: Reason for Leaving

1. What prompted you to leave your current position?	
<input type="checkbox"/> Type of Work <input type="checkbox"/> Compensation <input type="checkbox"/> Lack of Recognition <input type="checkbox"/> University of Vermont Culture <input type="checkbox"/> Retirement Comments:	<input type="checkbox"/> Management <input type="checkbox"/> Working Conditions <input type="checkbox"/> Family Circumstances <input type="checkbox"/> Career Advancement Opportunity <input type="checkbox"/> Other: _____
2. Before making your decision to leave, did you investigate options to stay at UVM?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", describe :	
3. If you are leaving for another job, what does your new job offer that your current job does not?	

Section 2: Benefits/Compensation

4. Describe your salary/rate of pay and benefits offered at UVM:				
	Excellent	Good	Fair	Poor
Salary/Rate of Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Savings Plan (e.g., 403(b))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accrued Leave Time (Vacation, Sick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition Remission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long Term Disability Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there other benefits you feel should be offered?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," what?				
Additional Comments				
6. Any other comments on benefits?				

Section 3: Supervisory Review

7. Were you and your supervisor able to work together effectively?
<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never

8. Please indicate your level of agreement or disagreement with the following statements regarding your supervisor at UVM.					
	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
My supervisor provided me with regular, ongoing feedback.					
My supervisor promoted a cooperative team environment.					
My supervisor took suggestions into account when making decisions.					
My supervisor was effective at solving problems and addressing complaints.					
My supervisor followed University policies and procedures.					
My supervisor treated me with dignity and respect.					
My supervisor encouraged my professional/career development.					
9. How could you have been better supported by your supervisor?					
10. Rate your experience with the University's performance review process.					
	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
My most recent performance review offered the opportunity for collaborative goal-setting.					
If areas for performance improvement were identified during the review process, my supervisor identified how improvement could be achieved.					
The performance review process was inclusive.					
Overall, the Performance Review Process was a positive experience.					
Additional Comments:					

11. How satisfied are you with UVM's leadership and support?					
	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Department Level					
Division/College Level					
Overall University Leadership					

Section 3: Position & Work Environment

12. Did the duties and responsibilities of your position match your expectations at the time you accepted the position?

Yes No If "no," describe :

13. Were you given sufficient training to perform your job?

Yes No If "no," describe :

14. Was your workload usually:

- Too great
- About right
- Too light
- Varied/Seasonal
- Varied due to deadline driven nature of the work

15. Indicate your level of agreement or disagreement with the statement: "UVM culture supports diversity and inclusion."

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

16. What did you like most about your job? (List up to 3)

17. What did you like least about your job? (List up to 3)

18. a. Do you have any suggestions for how your position could have been improved?

18. b. If so, have you shared your suggestions in the past?

19. Would you recommend the University to a friend or family member as a good place to work?

- Yes, without reservations
- Yes, with reservations
- Yes, but in a different department
- Not likely

Additional Comments

20. Indicate “Yes” below if you would like to schedule an on-site interview.

- Yes
- No

If “Yes:” Please include your contact information in order to schedule an on-site exit interview.

Name	
Email	
Phone Number	

Thank you for your participation in this exit interview survey.

**If you have any questions, do not hesitate to contact Human Resource Services at
HRSinfo@uvm.edu or 802-656-3150.**