Staff Exit Interview

Exit Interview Date: ______________

Exit Interview Purpose
The exit interview process is intended to provide employees who are 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 opportunities to improve employee job satisfaction. The University of Vermont encourages exiting employees to be direct and honest in their responses. Information collected during exit interviews will provide 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 disclosed, the survey administrator may be obligated to notify the Affirmative Action/Equal Opportunity Office, Police Services, Audit Services, or other appropriate University officials. The information provided in these circumstances may include personally identifiable information. You may also submit concerns, self-identified or anonymously, to the Ethics and Compliance Reporting Helpline.

<table>
<thead>
<tr>
<th>Name (Optional)</th>
<th>Length of service in current position</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status</td>
<td>Exempt or Non-exempt or Unsure*</td>
</tr>
<tr>
<td></td>
<td>Length of service at the University of Vermont</td>
</tr>
</tbody>
</table>
*Non-exempt employees are eligible to earn overtime, while Exempt employees do not earn overtime.

Department

Section 1: Reason for Leaving

1. What prompted you to leave your current position?
   - [ ] Different Career Opportunity
   - [ ] Compensation / Benefits
   - [ ] Lack of Recognition
   - [ ] University of Vermont Culture
   - [ ] Retirement
   - [ ] Other: ______________________
   - [ ] Management
   - [ ] Working Conditions
   - [ ] Family Circumstances
   - [ ] Moved out of state/relocation
   - [ ] Return to school

2. Before making your decision to leave, did you investigate options to stay at UVM?
   - [ ] Yes  [ ] 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

<table>
<thead>
<tr>
<th>Benefits Offered at UVM</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Rate of Pay</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Medical Plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dental Plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Retirement Savings Plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Accrued Leave Time</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tuition Remission</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vision Plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Short-Term Disability</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

5. Are there other benefits you feel should be offered?

☐ Yes  ☐ No  If “yes”, what?

Additional Comments

6. Any other comments on benefits?

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### Section 3: Supervisory Review

7. Please indicate your level of agreement or disagreement with the following statements regarding your supervisor at UVM.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor followed University policies and procedures.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>My supervisor treated me with dignity and respect.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Additional Comments:

8. How could you have been better supported by your supervisor?

9. How satisfied are you with UVM’s leadership and support?

<table>
<thead>
<tr>
<th>Satisfaction Level</th>
<th>Very Satisfied</th>
<th>Satisfied</th>
<th>Dissatisfied</th>
<th>Very Dissatisfied</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division/College Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Overall University Leadership</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

10. Was your working relationship with your supervisor a factor in your leaving?

☐ Yes  ☐ No  If “yes,” please describe:
### 11. Indicate your level of agreement or disagreement with the statement: “UVM culture supports diversity and inclusion.”

- [ ] Strongly Agree
- [ ] Agree
- [ ] Disagree
- [ ] Strongly Disagree

Additional Comments:

### 12. Did you experience any different or negative treatment based on your membership in a legally protected category in UVM’s Equal Employment Opportunity Affirmative Action Policy Statement?

- [ ] Yes
- [ ] No

If “yes,” please describe:

### 13. Did you witness any negative behavior or conduct that you believe was based on someone else’s membership in a legally protected category?

- [ ] Yes
- [ ] No

If “yes,” please describe:

### Section 4: Position & Work Environment

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

- [ ] Yes
- [ ] No

If “no”, describe:

### 15. Were you given sufficient training to perform your job?

- [ ] Yes
- [ ] No

If “no”, describe:

### 16. Was your workload usually:

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

### 17. Do you have any suggestions for how your position could have been improved?

### 18. Was Human Resource Services a helpful resource during your employment?

- [ ] Yes
- [ ] No

If “no”, describe:

### 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

### 20. Was your decision affected in any way by COVID-19? If so, please explain.
Additional Comments

1. 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.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

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.