



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](#).

Name (Optional)		Length of service in current position	
FLSA Status	Exempt or Non-exempt or Unsure*	Length of service at the University of Vermont	
*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?	
<input type="checkbox"/> Different Career Opportunity	<input type="checkbox"/> Management
<input type="checkbox"/> Compensation / Benefits	<input type="checkbox"/> Working Conditions
<input type="checkbox"/> Lack of Recognition	<input type="checkbox"/> Family Circumstances
<input type="checkbox"/> University of Vermont Culture	<input type="checkbox"/> Moved out of state/relocation
<input type="checkbox"/> Retirement	<input type="checkbox"/> Return to school
<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	N/A
Salary/Rate of Pay	<input type="checkbox"/>				
Medical Plan	<input type="checkbox"/>				
Dental Plan	<input type="checkbox"/>				
Retirement Savings Plan (e.g., 403(b))	<input type="checkbox"/>				
Life Insurance	<input type="checkbox"/>				
Accrued Leave Time (Vacation, Sick)	<input type="checkbox"/>				
Tuition Remission	<input type="checkbox"/>				
Long Term Disability Plan	<input type="checkbox"/>				
Vision Plan	<input type="checkbox"/>				
Short-Term Disability	<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. 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 followed University policies and procedures.					
My supervisor treated me with dignity and respect.					
Additional Comments:					
8. How could you have been better supported by your supervisor?					
9. 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					
10. Was your working relationship with you supervisor a factor in your leaving?					
<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," please describe:					

11. Indicate your level of agreement or disagreement with the statement: “UVM culture supports diversity and inclusion.”
<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> 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 <u>Equal Employment Opportunity Affirmative Action Policy Statement</u>
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No If “no”, describe:
15. Were you given sufficient training to perform your job?
<input type="checkbox"/> Yes <input type="checkbox"/> No If “no”, describe:
16. Was your workload usually:
<input type="checkbox"/> Too great <input type="checkbox"/> About right <input type="checkbox"/> Too light <input type="checkbox"/> Varied/Seasonal <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No If “no”, describe:
19. Would you recommend the University to a friend or family member as a good place to work?
<input type="checkbox"/> Yes, without reservations <input type="checkbox"/> Yes, with reservations <input type="checkbox"/> Yes, but in a different department <input type="checkbox"/> 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.

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.**