

EXIT INTERVIEW

Name: _____

Department: _____

Role: _____

Date of Departure: _____

(Please add additional pages if necessary)

- 1) What led you to pursue another position elsewhere?

- 2) Do you feel your manager gave you what you needed to succeed in your role at Downstate? If not, please elaborate.

- 3) Do you think your job responsibilities changed since you were hired into this role? If so, please explain how it has changed.

- 4) How would you describe the culture of your area here at Downstate, specifically with respect to your functional areas and areas your group typically does business with?

- 5) Did you feel your achievements/accomplishments were recognized throughout your employment? If there were any specific examples where there was no recognition when you thought there should have been, please share.

- 6) What suggestions do you have for your department? For the Research Foundation? How could we improve?

- 7) What could we have offered for you to have retained employment here within your department or the Research Foundation?

- 8) If there were specific concerns, did you share the concerns you had about operations of your area with anyone in management prior to leaving? If so, what examples could you share and what were the results?

9) Management is often a key factor in an employee's decision to leave. Were you satisfied with the way you were managed? If not, please provide some examples.

10) Did you have clear goals and objectives? Were you provided with the necessary "tools" to achieve your goals and objectives? If not, please elaborate.

11) Is there anything that I have overlooked that you would like to address?