

ALFRED UNIVERSITY POSITION CHANGE EXIT INTERVIEW QUESTIONNAIRE

GENERAL INFORMATION (Please check all that apply)

1. Your most recent Alfred University employment status was: Full-time Part-time
2. You were employed as: Non-Statutory Statutory
Faculty Administrative Tech Spec Support Staff Hourly Professional
3. How long were you employed in this position? _____ Years _____ Months
4. What was the primary reason you left/are leaving this position at Alfred University?
 To accept another position at a higher level in the University
 To accept another position in a similar capacity outside of your current Department/Division
 Position was visiting/temporary appointment
 Personal (i.e., medical) or family reasons
 Salary or other compensation issues
 Unethical conduct occurring in the workplace
 Race
 Sex
 Age
 National Origin
 Religion
 Sexual Harassment
 Disabling Condition
 Job Stress
 Lack of opportunity for advancement
 Other (please describe) _____

If appropriate, please elaborate your reason: _____

5. Please check the **primary** reason(s) that you took the new position in order of priority
 Promotion or professional advancement
 Better working conditions/environment
 More professional opportunities
 Career change
 Other (please describe): _____

DEPARTMENTAL INFORMATION

7. Were you given adequate training or orientation to do your specific job responsibilities? Yes No
If no, what could have been done to improve your orientation to your specific job responsibilities?

8. How well were you kept informed of relevant policies, procedures and information?
Very well Adequately Not well
9. How challenging was your job?
Very challenging somewhat challenging Not very challenging
10. In general, how fair were the work assignments in your department?
Very fair somewhat fair almost never
11. If you had suggestions or complaints, did you feel free to discuss them with your supervisor?
Almost always sometimes almost never

12. How valued did you feel your ideas and opinions were in your department?

Highly valued somewhat valued Not valued

13. How much support did you feel you received from your colleagues and co-workers in your position?

A great deal some Very little

14. How satisfied were you with your overall working conditions in your department?

Very satisfied somewhat satisfied Not very satisfied

15. Do you feel that you were paid fairly for the job you performed?

Compared to others in your department? Yes No

Compared to comparable positions at the University? Yes No

Compared to others in your profession? Yes No

If no; please explain: _____

16. How would you rate the University overall as a place to work? Excellent Fair Poor

17. What were the **least** satisfying aspects of working in your previous position?

18. How could your working conditions have been improved? _____

19. What were the **most** satisfying aspects of working in your previous position?

20. Would you recommend Alfred to your friends or colleagues as a place of employment? Yes No

28. What should we look for in your replacement? _____

29. Any additional written comments would be welcomed:

If there is anything else, or if more room to comment is needed, attach a separate piece of paper.

If you wish to share additional comments through a confidential interview, please contact Alfred University Human Resource Services at 871-2909 to arrange a meeting with the Director, Human Resources or one of his constituents.

This questionnaire is being used to obtain information about your experiences at Alfred University. Please be open and honest so that we may better serve our employees in the future.

Please return this questionnaire to: Alfred University, Human Resources, Greene Hall