



**EMPLOYEE SEPARATION
QUESTIONNAIRE**

Human Resources, 3800 Victory Parkway, Cincinnati, OH 45207-5400 Phone (513) 745-3638

This questionnaire is confidential and the information will not be shared outside of the Office of Human Resources without your approval.

Xavier University recognizes that our employees are our most valuable resource. Your experience as an employee of the University can provide us with information for recruiting and retaining employees. Please complete the questionnaire and return it to your assigned HR Business Partner either via email or at your exit interview. When completing the questionnaire please be as **candid and complete as possible**. If you need additional space, please attach an extra sheet.

Name: _____ Department: _____

Position Title: _____

Supervisor: _____ Length of Supervision: _____

Date of employment at Xavier _____ Date started in current position _____

1. Did you receive a current job description for your position when you were employed?

2. Were you given an orientation, proper training and opportunity to learn your job?

3. Did you receive necessary and accurate information on such things as policies and procedures?

4. Was your workload usually:
a. Too great _____ About right _____
b. Varied, but all right _____ Too Light _____

5. How do you feel about the job you are leaving? What part of your job was most satisfying? What part did you like least?

6. Please evaluate your department on the friendliness and cooperation of fellow employees and cooperation with other departments?

7. Please evaluate your current supervisor on the following:
 - a. Follows policies and procedures

 - b. Demonstrates fair and equal treatment

 - c. Provides recognition on the job

 - d. Communicates well with subordinates

 - e. Develops cooperation

 - f. Resolves complaints and problems

8. How do you feel about Xavier University as a place to work? What do you like most about it? What do you like the least?

9. Please review the list below and check the box that best describes the level of influence that item had on your decision to leave the University?

ITEM	LEVEL OF INFLUENCE		
	VERY	SOMEWHAT	NONE
Educational Opportunities			
Salary			
Work Load			
Career Change			
Family Circumstances			
Found a Better Job			
Working Condition			
Supervisory Problems			
Benefits*			
Discrimination			
Spouse Transferred			
Problems with Co-Workers			
Retirement			
Lack of Appreciation for Services			
Lack of Training/Professional Development			
Dismissed			

*If benefits influenced your decision, please list the specific benefit/s (such as health insurance, dental insurance, vacation, sick leave, etc.)

10. What could have been changed, if anything that would have made you stay at Xavier?

11. How would you feel about returning to work at Xavier?

12. If you have accepted another position, tell us something about your new job.