



EXIT INTERVIEW SURVEY

Purpose: The City of Mesquite exit interview survey serves to gather information from employees (that have voluntarily made a decision to leave) about their work environment and experience and the City will use the feedback to assess, identify and make necessary improvements in the workplace. Information provided is confidential. Your participation is voluntary.

Name: _____ Department: _____

Position Title: _____ Length of employment: _____

1. Why are you leaving? _____

2. Would you describe your working relationship (with respect to both your supervisor and your relationship with fellow workers) as pleasant or unpleasant? _____

3. Do you feel that your particular job was important and significant in the operations of the City?
 Yes No

4. Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship? If so, do you have any suggestions on how to eliminate them?

5. Were your job duties and responsibilities clearly communicated? Yes No

6. Was the training and orientation to the position adequate? Yes No

7. Was the performance evaluation process constructive? Yes No

8. Were performance expectations clearly communicated to you by your supervisor? Yes No

9. Were work standards (e.g. performance expectations, work assignments, work hours) reasonable and applied fairly? Yes No

10. Did you feel that you were able to express yourself without fear of reprisal? Yes No

11. Did you receive fair assignments, opportunities, and encouragement? Yes No

12. Did you feel a sense of team or belonging? Yes No



13. Please rate your Department Head on the following points:

	Excellent	Good	Fair	Poor	Unknown
Listening and communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing feedback and recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing and resolving disputes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing work assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting training and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and qualifications to provide effective leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusive and accepting of diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting equal opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. What have been your main sources of SATISFACTION while an employee at the department from which you are leaving?

15. What have been your main sources of DISSATISFACTION while an employee at the department from which you are leaving?

16. Would you care to make any other comments?

Thank you for taking the time to complete this survey. We wish you good luck in your future.

Employee's Signature

Date