

United Church of Christ

EXIT INTERVIEW

It is the policy of the United Church of Christ National to conduct an exit interview with each employee upon separation. We would appreciate your opinions about your employment. Your remarks will be used as part of a general consensus and will not become part of your personnel file. Please complete this exit interview form and return it to Human Resources. Your opinion is greatly appreciated.

Employee Name _____ Separation Date _____

Position Title _____ Ministry/Team _____

What prompted you to seek alternative employment?

<input type="checkbox"/> Type of work	<input type="checkbox"/> Quality of supervision
<input type="checkbox"/> Compensation	<input type="checkbox"/> Work conditions
<input type="checkbox"/> Lack of recognition	<input type="checkbox"/> Family circumstances
<input type="checkbox"/> Self-employment	<input type="checkbox"/> Commute
<input type="checkbox"/> Career opportunity	<input type="checkbox"/> Other _____

What did you think of your supervision in regard to the following?

Demonstrated fair and equal treatment	Always	Sometimes	Rarely
Provided recognition on the job	Always	Sometimes	Rarely
Developed cooperation and teamwork	Always	Sometimes	Rarely
Encouraged/listened to suggestions	Always	Sometimes	Rarely
Resolved complaints and problems	Always	Sometimes	Rarely
Followed policies and practices	Always	Sometimes	Rarely

Check which best describes your feelings about the following aspects of your employment experience with the UCC National.

Nature of the job	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Utilization of skills & experiences	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Opportunities for advancement	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Compensation	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Benefits	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Training & Development	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Orientation	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Policies and Procedures	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Work environment /culture	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Workload	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Current structure	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Overall place to work	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied

If you have marked very dissatisfied or dissatisfied for any of the above, please explain.

If you are leaving to accept other employment, please describe how your new position will be different from your most current position held at National.

Briefly describe your relationship with your supervisor and how it could have improved, if at all.

Would you recommend the UCC National as a place to work? Yes No If not, why?

Please feel free to add any other feedback that you would like us to know about your employment experience with the UCC National (add additional pages if necessary).

Signature _____ **Date** _____

Print

Clear

Email