

DEPARTMENTAL EXIT INTERVIEW REPORT

EMPLOYEE'S NAME _____ DEPARTMENT _____

DATE EMPLOYED _____ DATE OF SEPARATION _____

SUPERVISOR _____ INTERVIEW DATE _____

1. What did you like most about your job?
2. What did you like least about your job?
3. Was your workload ___ Too Heavy ___ About Right ___ Too Light ___ Varied
4. Make general comments about the following:
 - a. Communicated policies and practices
 - b. Followed policies and practices
 - c. Demonstrated fair treatment
 - d. Provided recognition for a job well done
 - e. Encouraged cooperation
 - f. Resolved complaints and problems promptly
 - g. Could explain benefits
 - h. Understood your responsibilities
5. Would you say that morale among employees in your department was ___ Excellent ___ Good ___ Fair ___ Poor
6. How would you rate the following in your department?
 - a. Cooperation within the department ___ Excellent ___ Good ___ Fair ___ Poor
 - b. Cooperation with other departments ___ Excellent ___ Good ___ Fair ___ Poor
 - c. On the job training ___ Excellent ___ Good ___ Fair ___ Poor
7. Do you feel that discipline was ___ Fair ___ Too Lenient ___ Too Severe ___ Don't Know
8. How did you view your chances for advancement?
9. What would have made you feel better about your job?
10. Was your decision to leave the County influenced by any of the following?

___ Better Job Opportunity	___ Family/Personal Circumstances
___ Type Of Work	___ Self-Employment (alarms may start ringing)
___ Rate Of Pay	___ Health (minor alarms)
___ Supervision (concern)	___ Return To School
___ Transportation	___ Other _____
11. Comments

Department Director should relay to employee that the Personnel Department will inform Benefit Administrators, Inc. to send written notification to applicable employees regarding their insurance conversion rights (COBRA).

It is the responsibility of the Department Director or his/her designee to retrieve County property from every employee prior to the date of separation from employment. The following is a checklist for returned County property:

<u>ITEMS:</u>	<u>RETURNED TO:</u>	
Office Key(s) (Outside, Office, Desk, Files, Elevator, Vehicle, Restroom, Other)	Department	_____
County ID Badge	Administration/Operations	_____
Department ID Badge	Department	_____
Insurance ID Cards	Personnel	_____
Credit Cards	Department	_____
Gasoline Cards	Department	_____
Telephone Calling Card	Administration/Operations	_____
Cellular Phone & Accessories (i.e. extra battery, car cord, etc.)	Administration/Operations	_____
Pager	Administration/Operations	_____
Radio Unit	Department	_____
Portable Computer Equipment	Department	_____
Membership Cards (i.e. Sams Club, AAA, etc.)	Department or Purchasing	_____
Vehicle	Department or Purchasing	_____
Guns	Department	_____
Other Weapons	Department	_____
Uniform items w/County logo	Department	_____
Credit Cards	Department	_____
Other County Property:		
_____	_____	_____
_____	_____	_____

A copy of this form should be returned to the Personnel Department, Erie County Courthouse, Room 501, 140 West Sixth Street, Erie, PA 16501. The Department is to retain the original for their files.