

Date of Separation: _____

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE

As an employer, The County of Erie is committed to a positive work environment for its employees. The Exit Interview Program provides a valuable source of information to measure our success in reaching this goal. The data obtained from these interviews will be used to enhance our recruitment and retention efforts, and to assess the overall quality of work life at the County. Your responses are confidential. The Employee Exit Interview Questionnaire and the Departmental Exit Interview Report will be used by the Personnel Department for review for purposes of identifying trends causing dissatisfaction requiring corrective action.

While the County does not require you to provide any of the following information, your assistance will assist the County in its continued efforts to provide the best possible work environment for its employees. Therefore, we ask that you take a few minutes to complete the questionnaire below.

Thank you for your assistance and good luck in your future endeavors.

Peter J. Callan
Director of Personnel

Part 1: General Background Information (Please circle one number for each of the following categories)

Most Recent Position:

- | | |
|------------------------------|--------------------------|
| 1. Administration/Managerial | 4. Technical |
| 2. Professional | 5. Service & Maintenance |
| 3. Secretarial/Clerical | 6. Skilled Trades |

Length Of Service:

- | | |
|---------------------------------|---------------------------------|
| 1. Less Than One Year | 4. Five But Less Than Ten Years |
| 2. One But Less Than Two Years | 5. Ten Or More Years |
| 3. Two But Less Than Five Years | |

Affirmative Action Status:

A. *Racial Or Ethnic Group*

- | | |
|-----------------------------------|----------------------------------|
| 1. American Indian/Alaskan Native | 4. Hispanic |
| 2. Asian/Pacific Islander | 5. White, Not Of Hispanic Origin |
| 3. Black, Not Of Hispanic Origin | |

B. *Age Group:*

- | | |
|-------------|----------------|
| 1. Under 30 | 4. 50-59 |
| 2. 30-39 | 5. 60 and Over |
| 3. 40-49 | |

C. *Disabled Or Veteran:*

- | | |
|---------------------|------------------------|
| 1. Disabled | 3. Vietnam Era Veteran |
| 2. Veteran | 4. N/A |
| 3. Veteran Disabled | |

D. *Sex:*

- | | |
|-----------|---------|
| 1. Female | 2. Male |
|-----------|---------|

Education:

- | | |
|--------------------------------------|------------------|
| 1. Less Than High School | 5. Master Degree |
| 2. High School Diploma Or Equivalent | 6. Ph.D. |
| 3. Associate Degree | 7. J.D. |
| 4. Bachelor Degree | 8. Other _____ |

County Positions:

1. _____

Most Recent Position	Department	Length of Service
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2. _____

Previous Position	Department	Length of Service
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3. _____

Previous Position	Department	Length of Service
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Part II: Organizational Climate

Please indicate how you feel about the following by circling the proper number applicable to your most recent County position.

ORGANIZATIONAL CLIMATE

	Very Satisfied	Mostly Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Mostly Dissatisfied	Very Dissatisfied	No Opinion
Overall County Work Experience	1	2	3	4	5	6	9
Perception Of Overall Administrative Communication With Employees	1	2	3	4	5	6	9
Perception Of Department Communication With Employees	1	2	3	4	5	6	9
The Amount Of Participation You Had In Making Decisions That Affected Your Position	1	2	3	4	5	6	9
The Job Classification System	1	2	3	4	5	6	9
The Opportunity To Enroll In Staff Development Courses And Workshops	1	2	3	4	5	6	9
Your Perception Of The Department's Ability To Deal Fairly With Staff	1	2	3	4	5	6	9

Comments:

Part III: Factors Affecting Departure

In deciding to leave your most recent position with the County, how did each of the following influence your decision?
Please respond by circling one number below for each item.

FACTORS AFFECTING DEPARTURE

	Strong Influence	Slight Influence	No Effect	Not Applicable
Work Load	1	2	3	9
Relations with Co-workers	1	2	3	9
Job Security	1	2	3	9
Quality of Supervision Received	1	2	3	9
Flexibility of Work Hours	1	2	3	9
Salary	1	2	3	9
Benefits	1	2	3	9
Geographic Location Of Workplace	1	2	3	9
Commuting Distance	1	2	3	9
Family Concerns	1	2	3	9
Non Work-Related Personal Life	1	2	3	9
Your Overall Perception of the Department's Ability to Deal Fairly With Its Employees	1	2	3	9

Comments:

Part IV: (Please indicate your response.)

- A. If a friend asked, would you recommend employment with the County of Erie? **YES / NO**
- B. Would you work for the County again in the future? **YES / NO**
- C. In the same department/office you are leaving? **YES / NO**

Part V: Other Comments

Please use this section to comment further on any work-related experience and to make suggestions to improve the quality of work life at the County of Erie. (If more space is needed, please attach an additional sheet.)

OPTIONAL: _____ THANK YOU
Employee's Name

Exiting employee should return this Questionnaire directly to the Personnel Department. At the option of the employee, a copy may be given to the Department Director or his/her designee who conducted the Exit Interview.