

Administrative Services Unit Exit Interview
Return to Kathy Mather – kmather@ohr.wisc.edu

Employee:
Position Title:

Department:
Supervisor:

1. What originally attracted you to your department?
2. Why are you leaving?
3. Was there any triggering event that caused you to start looking for another job?
4. What factors were most important to you in selecting your new employer?
5. What was most satisfying about your job?
6. What was least satisfying about your job?
7. If we could have changed something that would have made you stay, what would that have been?
8. What are your views on the overall management of our organization?

9. What are we doing right and wrong?

10. What do you think of the administrative support services that you used, (i.e., HR assistance, technical, central services, employee assistance, etc.)?

11. How would you describe our working climate? Are there parts we need to work on?

12. Did you ever feel discriminated against or harassed?

13. If your supervisor could change something related to how they manage people or work, what do you think they could change?

14. Did your supervisor give you opportunities to develop your skills?

15. What skills do you think we should look for in the person who fills your job?

16. If you had the chance to offer a piece of advice to the person filling your job, what would you tell them?

17. Would you consider applying for another job here in the future?