



# UNC GREENSBORO

## Human Resources

### UNCG Exit Interview Survey

We have received notification that you will be leaving University employment and are interested in your experience at UNCG. You may write an email or letter to your supervisor IN ADDITION to this form, however, completion of this form and notification to your supervisor is not required. We would appreciate you taking about 5 minutes to answer the questions following the notice as honestly as possible. Your individual responses are treated as confidential and will not become part of your personnel file. We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation. Additional comments and suggestions are encouraged.

The fields in this section are optional:

Name \_\_\_\_\_

UNCG/Banner ID \_\_\_\_\_

Current Job Title \_\_\_\_\_

Department \_\_\_\_\_

Date of Separation \_\_\_\_\_

Organization:

- Office of the Chancellor
- Academic Affairs (Office of the Provost)
- Athletics
- Enrollment Management
- Finance and Administration
- Institutional Research & Engagement
- Information Technology Services
- Student Affairs
- University Advancement

What type of occupational class best describes your position:

- University Administration
- Faculty
- EHRA Staff
- SHRA Professional Staff
- Supervisor/Manager
- Administrative Support
- Maintenance
- Police/Security
- Housekeeping
- Skilled Trades

Please indicate the primary reason(s) you are leaving:

- Voluntary Resignation
- Health/Disability
- Retirement
- Involuntary Dismissal
- Reduction in Force
- Contract/Term Expired

Please indicate any of the following which contributed to the decision to leave your current position (check all applicable reasons)

- Better Career Opportunity/Change in Career
- Work Environment
- Content of Work
- Dissatisfaction with Pay
- Quality of Supervision
- Commuting Distance
- Lack of Opportunity for Advancement
- Conduct of Co-Workers
- Family Circumstances

- Further Education
- Dissatisfaction with Benefits
- Self- Employment
- Moving from Area
- Lack of Recognition for Work

Please explain any box that was checked:

Please rate each of the following benefits:

|                                | Excellent                | Good                     | Average                  | Poor                     | No<br>Opinion N/A        |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Paid Holidays                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retirement<br>Plan             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuition Waiver                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Life<br>Insurance              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health<br>Insurance            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sick Leave                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vacation<br>Leave              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use of<br>Campus<br>Facilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please comment below:

Were the following communicated to you:

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| General university policies and procedures were explained.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Departmental policies and procedures were explained.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Specific duties and responsibilities of my job were explained.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I was able to ask questions as needed and received appropriate guidance from my supervisor/co-workers.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I received a work plan.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I received a probationary performance review at the end of my probationary period.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I received interim performance appraisals or had regularly scheduled meetings with my supervisor during the year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I received an annual performance appraisal each year during my employment.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please rate the following areas:

|   | Excellent                | Good                     | Average                  | Poor                     | N/A                      |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Friendliness and cooperation of co-workers        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooperation within the department                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooperation among different departments           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| On-the-job training                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Classroom training offered by the university      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| On-Line training available through the university | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment provided                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Opportunities for development                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please evaluate your supervisor on each of the following points:

|   | Almost Always            | Usually                  | Sometimes                | Never                    |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Follows policies and procedures             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates fair and equal treatment       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provides recognition on the job             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicates well with subordinates         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resolves complaints, grievance and problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please check any of the following you experienced while employed at UNC Greensboro:

- Harassment
- Favoritism of other employees
- Unfair promotional practices
- Unfair treatment
- Bullying
- Retaliation
- None



Are you leaving for any reason that would appear to be discriminatory on the basis of race, color, ethnicity, gender, religion, national origin, age, political affiliation, disability, genetic information or sexual orientation?

Yes

No

If yes, please explain below:

Did you attempt to seek to remedy the situation?

Not Applicable

Yes

No

Would you like a representative from Human Resources to call you to discuss any of your responses to this questionnaire?

Yes

No

If Yes, please indicate your name and contact information:

What did you enjoy most about working at UNCG?

What did you enjoy least about working at UNCG?

What factor, if any, would influence you to remain employed at UNCG?

What other comments do you have regarding your experience with UNCG?

Gender:

- Male
- Female
- Non-Binary / Third Gender
- Prefer not to answer

Race/Ethnicity:

- Hispanic/Latino
- White
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Two or More
- Prefer not to answer

Age (Optional)

- Under 20
- 21-30
- 31-40
- 41-50
- 51-60
- Over 60
- Prefer not to answer

Please contact the Employee Relations Department at 336-334-4508 to schedule a face-to-face or telephonic Exit Interview. Exiting employees are also encouraged to contact The Benefits Office at 336-256-0342 or [askbene@uncg.edu](mailto:askbene@uncg.edu) to ensure a smooth transition from University employment.

Individuals with concerns of unlawful harassment, or other discriminatory conduct, are encouraged to contact the Employee Relations Department at: Employee Relations, UNC-Greensboro 721 Kenilworth Street Greensboro, NC 27402 | 336-334-5009