Background: This survey is not a requirement; instead, it is offered as a tool for those areas who are interested in collecting quality information from exiting employees around the culture of the work unit.

Purpose of Exit Survey: The exit survey is designed to solicit feedback from exiting employees (resulting from termination or transfer) on the position they are leaving. More specifically, the questions probe for feedback on the following areas: orientation and training, position in the college/unit, supervisory support, co-workers and environment, compensation and benefits, and demographic information.

Collection of Information:
1. The method for collecting responses is determined by the unit. Samples collection methods include:
   a. Some units send a document via email attachment.
   b. Some units conduct a one-on-one interview between the exiting employee and the HRP.
   c. Some units combine the two approaches: the employee completes a survey and then follows-up with a one-on-one interview with the employee.
2. The format for distributing/collecting responses is determined by the unit. Sample formats include:
   a. Some units use external survey tools (surveymonkey.com, zoomerang.com) to send the survey and collect responses on-line.
   b. Some units use a word document for collecting responses.
   c. Some units have “home-grown” IT solutions.

Sharing of Information: We recommend survey information be reviewed as it is received to screen for any issues that may need addressed immediately. In addition, we recommend the feedback be gathered and analyzed based on a predetermined time period (for example, every six months), shared as themes and trends with individuals, as appropriate, in your college/unit, and action items be identified, implemented, and measured for change.