



## EXIT SURVEY

*The information obtained from this exit survey will be utilized to: improve selection, training and supervision practices, improve working conditions at the University and learn of any concerns you have. Please return the completed form to your department/unit head or the individual conducting your exit interview.*

Employee Name \_\_\_\_\_ MSU ID No. \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

1. What initially attracted you to seek employment with Mississippi State University? (Mark all that apply)
  - Academic environment
  - Benefits
  - Pay
  - Growth opportunity through training and advancement
  - Other \_\_\_\_\_
  
2. If you are resigning, what made you decide to leave your employment with the University? (Mark all that apply)
  - Return to school
  - Family responsibilities
  - Workload
  - Retiring
  - Illness
  - Moving
  - Other job offer
  - Pay dissatisfaction
  - Lack of recognition for work
  - No opportunity for advancement
  - Poor supervision
  - Other \_\_\_\_\_
  
3. If accepting other employment, what advantages does your new job have over your MSU position? (Mark all that apply)
  - Better benefits
  - Increased pay
  - Advancement opportunities
  - More training opportunities
  - Less stressful work environment
  - More flexible work hours
  - Not applicable
  - Other \_\_\_\_\_
  
4. What did you like most about working at MSU?
  - Salary
  - Benefits
  - Co-workers
  - Opportunity for advancement
  - Quality of supervision
  - Training/development opportunities
  - Convenient location
  - Recognition of work
  - Other \_\_\_\_\_
  
5. What did you like least about working at MSU?
  - Salary
  - Benefits
  - Co-workers
  - Opportunity for advancement
  - Quality of supervision
  - Training/development opportunities
  - Convenient location
  - Recognition of work
  - Other \_\_\_\_\_

**6. How would you describe the following aspects of your job responsibilities while employed at MSU?**

**(Mark all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Job was challenging                             | <input type="checkbox"/> Workload was reasonable   |
| <input type="checkbox"/> Skills were effectively used                    | <input type="checkbox"/> Job description accurately reflected my job responsibilities          |
| <input type="checkbox"/> Knowledge required to do the job was sufficient | <input type="checkbox"/> Working environment was safe, comfortable, and appropriately equipped |
| <input type="checkbox"/> Orientation to the job was effective            |  |
| <input type="checkbox"/> Job training was adequate                       |  |

**7. How would you describe your supervisor? (Mark all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Gave fair and equal treatment                | <input type="checkbox"/> Provided recognition for work      |
| <input type="checkbox"/> Was available to discuss job related issues  | <input type="checkbox"/> Encouraged cooperation among staff |
| <input type="checkbox"/> Welcomed suggestions, encouraged feedback    | <input type="checkbox"/> Provided development opportunities |
| <input type="checkbox"/> Maintained consistent policies and practices | <input type="checkbox"/> Other _____                        |

**8. Which pay and benefits at MSU would you describe as adequate? (Mark all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Salary           | <input type="checkbox"/> Retirement                         |
| <input type="checkbox"/> Pay increases    | <input type="checkbox"/> Optional insurances                |
| <input type="checkbox"/> Leave benefits   | <input type="checkbox"/> Educational/training opportunities |
| <input type="checkbox"/> Health insurance | <input type="checkbox"/> Other _____                        |

**9. Would you recommend employment in your former department to a friend?**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**10. Would you recommend employment at MSU to a friend?**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**11. Have you returned all University property to your supervisor (keys, identification cards, uniforms, books, etc.)?**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**12. Please explain any answers you wish to clarify from the questions above and offer any suggestions for improvement.**

**13. If applicable, please give name of new employer.**

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My signature below verifies that the exit interview has been completed.

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Department/Unit Head/Administrator Signature

Date