

Exit Interview
Office Professional and Program Assistant

This exit interview can be filled out by the departing employee or can be done as an interview.

Name _____ Date _____

1. Please check the reason(s) for leaving employment with K-State Research and Extension:
Comments:

- | | |
|--|---|
| <input type="checkbox"/> Better job opportunity | <input type="checkbox"/> Work Environment |
| <input type="checkbox"/> Change in family status | <input type="checkbox"/> _____ in the office |
| <input type="checkbox"/> Work schedule | <input type="checkbox"/> _____ in the community |
| <input type="checkbox"/> Salary | <input type="checkbox"/> The job was not a good match for my skills |
| <input type="checkbox"/> Retirement | |
| <input type="checkbox"/> Other _____ | |

Comments:

2. What have you liked about K-State Research and Extension as an employer?

3. What suggestions do you have for making this local unit of K-State Research and Extension a better employer?

4. Would you recommend this local unit of K-State Research and Extension to others as an employer? Why or why not?

In this section, please rate the following statements:

		Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
1	My job duties and responsibilities were clearly defined.				
2	I received the appropriate professional development to perform my responsibilities effectively.				
3	I had access to resources I needed (budget, professional development, supplies, support staff, etc.)				
4	I felt the freedom to implement changes that would improve office effectiveness.				
5	The office environment was conducive to my performance.				
6	If I had questions, or concerns, I felt comfortable speaking with:				
	My area director				
	My local unit director				
	My board members				

Please add any additional comments below: