



*Office of Human Resources*  
THE COLLEGE OF WILLIAM & MARY

EXIT INTERVIEW

---

**CONFIDENTIAL**

The College of William & Mary is committed to providing the best working environment for its employees. Information gained from this Exit Interview will help in measuring how successful we are in our recruitment and retention efforts as well as the overall quality of the work environment at William & Mary. Your responses are confidential so we hope you will be as candid as possible. However, information in aggregate form may be shared with administration to improve employee retention and strengthen workplace satisfaction.

To schedule a personal, confidential exit interview contact Debbie Howe, Director of Employee Relations at [dmhowe@wm.edu](mailto:dmhowe@wm.edu), or 757-221-3153

Thank you for your assistance and best wishes in your future endeavors.

---

**PART I: GENERAL BACKGROUND INFORMATION**

Name

Department

Position #

Date of Hire

Date of Termination

Supervisor Name

---

**PART II: FACTORS AFFECTING DEPARTURE**

1. What is your primary decision for leaving?

2. What influenced your decision to leave?

3. Do you have a new job?                      If yes, where?

4. If you have accepted a new position, for what reason?

---

### PART III: TRAINING

1. How would you rate the training provided to you?

Excellent  Good  Fair  Poor

2. What would you improve on?

3. How well informed were you on employee policies?

---

### PART IV: SUPERVISION

1. How would you rate your supervisor's overall effectiveness?

Excellent  Good  Fair  Poor

2. Did you feel that you were compatible with your supervisor's management style?

Always  Usually  Seldom  Never

3. Did you feel that you were able to work together with your supervisor effectively?

Always  Usually  Seldom  Never

4. Do you feel that you were provided with opportunities to grow and be challenged?

Always  Usually  Seldom  Never

5. Did you take any complaints to your supervisor?

6. If yes, how were they handled?

7. What suggestions can you give your supervisor on improvement?

---

## PART V: HOURS & COMPENSATION

1. Do you believe you were paid fairly?
2. Do you feel that promotion/tenure was applied fairly?
3. Were you given opportunities to advance?
4. Did you work overtime?
5. If so, was it excessive?

---

## PART VI: BENEFITS

1. Did you ever have a problem with your benefits? If so, what was the problem?
2. How was it resolved?
3. Rate your overall satisfaction with the outcome?  
Excellent       Good       Fair       Poor
4. What benefits does your new job offer that your current job does not?

---

**PART VII: ORGANIZATIONAL CLIMATE  
& WORKING CONDITIONS**

1. How would you rate the working environment?

Excellent       Good       Fair       Poor

2. What could be improved on?

3. How were your ideas/opinions/complaints treated within the department?

4. Rate the morale within your department?

Excellent       Good       Fair       Poor

5. Rate the morale within W&M/VIMS?

Excellent       Good       Fair       Poor

---

**PART IX: SUMMARY**

1. What did you like most about your job?

2. What did you like least?

3. What could be improved upon?

4. What did you like most about working at W&M/VIMS?

5. Would you consider working at William & Mary/VIMS again?

6. What did you like least about working at W&M/VIMS

7. Would you recommend William & Mary/VIMS as an employer to a friend?

---

**PART X: ADDITIONAL COMMENTS**

**Thank you for time. Your feedback is greatly appreciated.**

Please return to: Human Resources, Employee Relations, by e-mail to  
Debbie Howe at [dmhowe@wm.edu](mailto:dmhowe@wm.edu), or through interoffice mail marked  
"Confidential".