

GRCC Exit Interview

We would appreciate you taking time to answer the following questions as honestly as possible. We believe this information is of vital importance and will assist in analyzing our employee retention and turnover. Your objective feedback can help us to continue to ensure GRCC is a great place to work.

Please know that if you provide any information that alerts Human Resources to any illegal or unethical behavior as well as potential policy violations, we will contact our General Counsel's office for consultations and coordination of appropriate action.

To encourage transparency with your responses, we want you to be aware that exit Interviews are not part of your personnel file.

Personal Information

To ensure GRCC maintains accurate contact information, please provide the following:

Name (last/first/middle initial): _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Personal Email Address: _____

Employment Information

Last Date Worked: _____

Position Title: _____

Department: _____

Employment Group: _____

Supervisor: _____

Reason for Leaving GRCC:
 Voluntary Resignation Retirement Involuntary Separation Other: _____

Exit Interview Questions

Please complete the questions below and provide your Human Resources Generalist with a copy prior to your scheduled exit interview.

A. How would you rate the following in relation to your job?

	Agree	Partially Agree	Partially Disagree	Disagree
1. I was challenged in my position	_____	_____	_____	_____
2. Workload was manageable	_____	_____	_____	_____
3. The job posting/description matched the work I performed	_____	_____	_____	_____
4. My work environment was ideal for the work I performed	_____	_____	_____	_____
5. Overall I was satisfied with my position responsibilities	_____	_____	_____	_____
6. Able to utilize my skills and experiences	_____	_____	_____	_____
7. My department had strong communication and cooperation	_____	_____	_____	_____

Please explain your ratings.

B. How would you rate your direct supervisor on the following?

8. Provided leadership, guidance and support to me	Agree	Partially Agree	Partially Disagree	Disagree
9. My onboarding prepared me for what was expected	Agree	Partially Agree	Partially Disagree	Disagree
10. Supported me in my professional development	Agree	Partially Agree	Partially Disagree	Disagree
11. Provided recognition on the job	Agree	Partially Agree	Partially Disagree	Disagree
12. Provided constant feedback on my work	Agree	Partially Agree	Partially Disagree	Disagree
13. Encouraged and listened to suggestions	Agree	Partially Agree	Partially Disagree	Disagree
14. Developed cooperation and teamwork	Agree	Partially Agree	Partially Disagree	Disagree
15. Resolved complaints well	Agree	Partially Agree	Partially Disagree	Disagree

Please explain your ratings.

C. How would you rate GRCC benefits and compensation offerings?

16. Number of Health Care options are adequate	Agree	Partially Agree	Partially Disagree	Disagree
17. Health Care coverage met my needs	Agree	Partially Agree	Partially Disagree	Disagree
18. Dental Care coverage met my needs	Agree	Partially Agree	Partially Disagree	Disagree
19. Vision Care coverage met my needs	Agree	Partially Agree	Partially Disagree	Disagree
20. Retirement options met my needs	Agree	Partially Agree	Partially Disagree	Disagree
21. Life Insurance coverage is adequate	Agree	Partially Agree	Partially Disagree	Disagree
22. Time Off (Vacation, Sick, Personal Business, PTO, Bereavement, etc.) is adequate and competitive	Agree	Partially Agree	Partially Disagree	Disagree
23. My hourly wage/annual salary is adequate	Agree	Partially Agree	Partially Disagree	Disagree
24. My hourly wage/annual salary is competitive	Agree	Partially Agree	Partially Disagree	Disagree

Please explain your ratings.

D. How would you rate training and professional development on the following?

25. I had access to tools and resources that assist me in my job functions	Agree	Partially Agree	Partially Disagree	Disagree
26. The range of professional development programs offered met my needs	Agree	Partially Agree	Partially Disagree	Disagree
27. The time of programs offered by staff development met my needs	Agree	Partially Agree	Partially Disagree	Disagree
28. I was supported in attending conferences/professional development	Agree	Partially Agree	Partially Disagree	Disagree
29. Center for Teaching Excellence (CTE) was beneficial during my time (If applicable, otherwise leave blank)	Agree	Partially Agree	Partially Disagree	Disagree

Please explain your ratings.

E. How would you rate the College on the following?

30. The College recognized me for the work I performed	Agree	Partially Agree	Partially Disagree	Disagree
31. I felt a sense of belonging at the College	Agree	Partially Agree	Partially Disagree	Disagree
32. The College is relevant and responsive to customers	Agree	Partially Agree	Partially Disagree	Disagree
33. Performance evaluations provided me with an understanding of my performance	Agree	Partially Agree	Partially Disagree	Disagree
34. There are professional opportunities for growth	Agree	Partially Agree	Partially Disagree	Disagree
35. Morale at the College is positive	Agree	Partially Agree	Partially Disagree	Disagree

Please explain your ratings.

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Exit Interview

What are two initiatives you are most proud of achieving?

How frequently did you have discussions with your supervisor about your career goals?

What did you like most about working at GRCC?

What did you like least about working at GRCC?

Please share what prompted you to leave GRCC:

Have you secured other employment? If yes, will your new position provide you with comparable pay and benefits?:

If you have secured other employment, what makes your new job or organization more attractive than your job at GRCC?

Would you consider returning to GRCC and why? Yes No

What improvements can you suggest for GRCC?:

Additional comments:

Signature

Employee Signature: _____ Date: _____

Human Resources

Human Resources will collect the following items:

- Keys
- Raider ID Card
- Parking Hang Tag
- Computer _____(Laptop/Desktop and location)
- College Credit Cards (Pro card, Travel card, etc.)
- Record Books to Dean's Office (Faculty only)
- Other _____

Human Resources Notes:

Human Resources Signature: _____ Date: _____