



Exit Questionnaire

As an employer, the University of Massachusetts Presidents Office is committed to creating a positive work environment for its employees. This Exit Questionnaire provides a valuable source of information to measure our success in reaching that goal.

Thank you in advance for your time and efforts in providing us with this valuable feedback. Please be as candid as possible. It is our intent to share your feedback with the individuals who are in a position to consider change based upon your comments.

Employee Name (optional): _____

Department: _____

Manager's Name: _____

Hire Date: _____ End-of-Employment Date: _____

General Background Information. (Please check option for each of the following categories.)

Most Recent Position:

- Non Unit Professional employee;
- Non Unit Classified employee

Length of Service:

- Less than one year;
- One but less than two years;
- Two but less than five years;
- Five but less than ten years;
- Ten or more years

Affirmative Action Status: (voluntary)

Ethnicity:

- Hispanic or Latino;
- Not Hispanic or Latino

Race or Races – Please Choose One or More:

- American Indian or Alaska Native (Not Hispanic or Latino);
- Asian (Not Hispanic or Latino);
- Black or African American (Not Hispanic or Latino);
- Cape Verdean (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- White (Not Hispanic or Latino)

Age Group:

- under 30;
- 30-39;
- 40-49;
- 50-59;
- 60 and over

Veteran:

- Armed Forces Service Medal Veteran;
- Disabled Veteran;
- Other Protected Veteran;
- Recently Separated Veteran;
- Vietnam Era Veteran;
- Not a Veteran

Disability Status:

- Visual Impairment;
- Hearing Impairment;
- Mobility Impairment;
- Respiratory Impairment;
- Speech Impairment;
- Nervous System/Neurological Disorder;
- Mental/Psychological Impairment;
- Learning Disability;
- Other;
- None

Gender: _____

Position Dept. Length of Time

1. Leaving current position for:

- a position outside of UMass
- Other (please specify): _____

2. Reason(s) for leaving current position (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Commuting distance |
| <input type="checkbox"/> Family circumstances | <input type="checkbox"/> Lack of opportunity for advancement |
| <input type="checkbox"/> Moving out of state | <input type="checkbox"/> Return to school |
| <input type="checkbox"/> Different type of work | <input type="checkbox"/> Quality of supervision |
| <input type="checkbox"/> Self-employment | <input type="checkbox"/> Unmanageable workload |
| <input type="checkbox"/> Promotion opportunity | <input type="checkbox"/> Flexible schedule |
| <input type="checkbox"/> Salary | <input type="checkbox"/> Job security |
| <input type="checkbox"/> Illness or physical condition | <input type="checkbox"/> Scheduling flexibility |
| <input type="checkbox"/> Lateral opportunity | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Conflict with other employees | Other: _____ |

For questions 3, 4, 7, and 10, please rate your experience on a scale of 1 to 5, where 1=strongly disagree, 2=somewhat disagree, 3=neither disagree nor agree, 4=somewhat agree and 5=strongly agree

3. Please rate your overall University of Massachusetts Presidents Office experience:

	Strongly Disagree	Somewhat Disagree	Neither Disagree Nor Agree	Somewhat Agree	Strongly Agree
I understood how my work fit into the goals of the division	[1]	[2]	[3]	[4]	[5]
I believed that my work was connected to University mission	[1]	[2]	[3]	[4]	[5]
I received timely, relevant and accurate communications from UMass Presidents Office leadership	[1]	[2]	[3]	[4]	[5]
I felt a connection to the UMass Presidents Office Community	[1]	[2]	[3]	[4]	[5]

4. Please rate your immediate supervisor on the following as it pertains to your individual experience with that person:

	Strongly Disagree	Somewhat Disagree	Neither Disagree Nor Agree	Somewhat Agree	Strongly Agree
Provided effective leadership to me	[1]	[2]	[3]	[4]	[5]
Served as a resource to me	[1]	[2]	[3]	[4]	[5]
Connected me to university resources	[1]	[2]	[3]	[4]	[5]
Had working knowledge of my job requirements	[1]	[2]	[3]	[4]	[5]
Followed policies and practices	[1]	[2]	[3]	[4]	[5]
Treated me fairly	[1]	[2]	[3]	[4]	[5]
Remained accessible/available to me	[1]	[2]	[3]	[4]	[5]
Provided clear guidance to me related to my job	[1]	[2]	[3]	[4]	[5]
Provided necessary equipment for me to do my job	[1]	[2]	[3]	[4]	[5]
Frequently recognized my personal accomplishments	[1]	[2]	[3]	[4]	[5]
Inspired me to work as a member of the community	[1]	[2]	[3]	[4]	[5]
Effectively resolved my concerns and problems	[1]	[2]	[3]	[4]	[5]
Provided me with on the job training	[1]	[2]	[3]	[4]	[5]
Remained open to my suggestions/innovation	[1]	[2]	[3]	[4]	[5]

5. What did you like most about working at UMass Presidents Office?

6. What did you like least about working at UMass Presidents Office?

7. Within your department or division would you agree that:

	Strongly Disagree	Somewhat Disagree	Neither Disagree Nor Agree	Somewhat Agree	Strongly Agree
Communications were timely and effective	[1]	[2]	[3]	[4]	[5]
Physical working conditions were appropriate	[1]	[2]	[3]	[4]	[5]
Chances for advancement were present	[1]	[2]	[3]	[4]	[5]

Employees were recognized for their work	[1]	[2]	[3]	[4]	[5]
Professional development opportunities were available	[1]	[2]	[3]	[4]	[5]
I received the tools and information from my department to be effective in my job	[1]	[2]	[3]	[4]	[5]

8. Would you recommend UMass Presidents Office to a friend as a place to work?

Yes No If no, please explain:

9. Did your job meet or exceed your expectations (and was it accurately described in the job description and during your interview?)

Yes No If no, please explain:

10. How do you feel about your rate of pay and the employee benefits provided by UMass Presidents Office?

	Strongly Disagree	Somewhat Disagree	Neither Disagree Nor Agree	Somewhat Agree	Strongly Agree
Rate of pay for my job was appropriate	[1]	[2]	[3]	[4]	[5]
Number of paid holidays was appropriate	[1]	[2]	[3]	[4]	[5]
Number of paid vacation days was appropriate	[1]	[2]	[3]	[4]	[5]
Number of paid sick days was appropriate	[1]	[2]	[3]	[4]	[5]
Retirement plan was appropriate	[1]	[2]	[3]	[4]	[5]
Tuition assistance plan was appropriate	[1]	[2]	[3]	[4]	[5]
Life insurance plan was appropriate	[1]	[2]	[3]	[4]	[5]
Medical/ dental insurance coverage was appropriate	[1]	[2]	[3]	[4]	[5]
Medical/ dental insurance cost was appropriate	[1]	[2]	[3]	[4]	[5]
Number of paid personal days was appropriate	[1]	[2]	[3]	[4]	[5]

11. In what areas could your Departmental Head/Immediate Supervisor have done a better job?

12. Additional comments about your job, department, or UMass Presidents Office:

13. What did you value most about:

Your job: _____

Your department: _____

UMass Presidents Office: _____

14. If you could make one positive change to your job, your department or UMass Presidents Office it would be:

Your job: _____

Your department: _____

UMass Presidents Office: _____

15. What advice would you give to your successor/person filling your role?

16. Would you work for UMass Presidents Office again? Yes No

In the same department? Yes No

In a different area of the University? Yes No

Employee Signature (optional) _____ **Date** _____

Thank you for your feedback in these areas. Your responses will be shared with those individuals who are in a position to consider changes based upon your comments. We thank you for your contributions to UMass Presidents Office and we wish you well in your future endeavors.

Please return this questionnaire to:

*UMass Presidents Office
Office of Human Resources
333 South Street
Shrewsbury, MA 01545*