

NOTICE OF VOLUNTARY RESIGNATION

Name: _____ Dept: _____

Hire Date: _____ Last Day Worked: _____

Please take the time to fill out this exit interview. You are a valuable source of information regarding working conditions observed during your time at Pacific. Please be candid with your responses so we may learn from your experience.

This interview will not become part of your personnel file and your answers will in no way affect your possibilities of re-employment with Pacific. All specific information will be kept as confidential as possible unless you give your permission to share it.

_____ Please keep the information on this form confidential

_____ The information on this form may be shared with the appropriate university officials.

1. Why did you choose Pacific University as an employer?

2. Why are you leaving Pacific University? Please mark the one main reason for your decision:

- | | |
|--|------------------------------------|
| _____ Return to School | _____ Family circumstances |
| _____ Relocation | _____ Dissatisfied with job |
| _____ Retirement | _____ Dissatisfied with supervisor |
| _____ Illness | _____ Insufficient pay |
| _____ Work Schedule | _____ Benefits |
| _____ Secured another position. Where? What kind of work | |
| _____ Other (please explain) | |

3. We would appreciate your candid opinion of your Pacific University work experience. Please respond to each item listed below by rating it either:

	Excellent	Good	Average	Poor
Initial training, ongoing training	_____	_____	_____	_____
Salary	_____	_____	_____	_____
Opportunity for advancement, promotion	_____	_____	_____	_____
Work schedule	_____	_____	_____	_____
Relationship with supervisor	_____	_____	_____	_____
Supervision provided	_____	_____	_____	_____
Fair and equal treatment of employees	_____	_____	_____	_____
Physical Working Conditions	_____	_____	_____	_____
Communication with management	_____	_____	_____	_____
Performance Reviews	_____	_____	_____	_____
Benefits	_____	_____	_____	_____

4. How would you rate the following in your department?

	Excellent	Good	Average	Poor
Cooperation with other departments	_____	_____	_____	_____
Overall workload	_____	_____	_____	_____
Cooperation within your department	_____	_____	_____	_____
Communication with other departments	_____	_____	_____	_____
Adequacy of training for your job	_____	_____	_____	_____
Communication within your department	_____	_____	_____	_____
Department Orientation for your job	_____	_____	_____	_____

5. What constructive comments would you have to make Pacific a better place to work?

6. What are some of the factors that have contributed to making your employment enjoyable?

7. Would you recommend Pacific to a friend as a good place to work? Why or why not?

8. Additional comments:

Employee Signature _____

Date _____