



CALIFORNIA INSTITUTE OF TECHNOLOGY
Exit Interview Form

Name: _____
Department: _____
Supervisor: _____ Position: _____
Termination Date: _____

(Please indicate reason which applies to your situation.)

REASON FOR LEAVING CALTECH

- Relocation Family Illness Retirement
- Further Education More Pay End of Assignment Job Closer to Home
- Other _____

Have you worked at more than one position at Caltech? Yes No

Are you interested in future employment at Caltech? Yes No

If yes, in what areas? _____

Did you apply for a transfer? Yes No Not Applicable

If yes, what was the outcome of that application? _____

If no, why did you not seek other Caltech employment? _____

Do you have any suggestions, recommendations, or comments about Caltech as a workplace? _____

Thank you for your cooperation. We would appreciate your completing the Exit Interview Survey on the second page. Your replies will be used to improve Caltech as a place to work.

INTERVIEWER _____ DATE _____

COMMENTS _____

EXIT INTERVIEW SURVEY

This survey is designed to obtain an indication of your feelings about your job and working environment. Please complete the questions by marking the most appropriate answer(s) that applies to your situation.

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	N/A -DON'T KNOW
<u>OPPORTUNITIES FOR PERSONAL DEVELOPMENT</u>					
● Career development opportunities existed for me in my organization (e.g. coaching from my manager, participation in cross-training or temporary assignment, attendance at training courses, challenging assignments).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My work responsibilities were clearly defined.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● I received regular performance evaluations (at least once a year).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>COMMUNICATION/COOPERATION</u>					
● I received appropriate feedback from my immediate supervisor about what I did well and also what I needed to improve upon.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● There was teamwork among my co-workers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>WORK ENVIRONMENT/EQUIPMENT</u>					
● My work space was adequate to perform my duties..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My supervisor provided me with the tools needed to do my work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>MANAGEMENT</u>					
● My supervisor delegated work and responsibility consistent with my ability.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My supervisor conducted regular staff meetings with subordinates.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My supervisor assisted in the resolution of conflict among subordinates.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My supervisor treated employees with respect.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My supervisor was fair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Management in my department encouraged innovative thinking from employees.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>JOB SATISFACTION</u>					
● I liked my job.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● I felt I was part of the group in which I worked.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● I was in a job that made good use of my skills and abilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● I received proper recognition for a job well done.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● My work was challenging.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The morale was good in my work area.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Caltech is a good place to work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● I would consider re-employment at Caltech.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>COMPENSATION/BENEFITS</u>					
● Caltech has a good benefits package.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Caltech's paid time off provisions are fair and equitable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Caltech's pay is fair and equitable as compared to market.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments _____

Thank your for your cooperation.