

## OFFICE OF HUMAN RESOURCES Departure Survey

Please note before beginning this survey that all responses are confidential.

Name:	_ Department:		
Position:	Supervisor:		
Last Day Worked:	_		
1.) What is your primary reason for leaving	?		
2.) Do you have another place of employment	ent? YES	NO	
3.) Before making your decision to leave, d Resources any changes that would hav YES NO			
4.) Is there any way the Office of Human R College?	esources could have better	served y	ou as an employee of Juniata
5.) Did your supervisor explain your job dut	ties and responsibilities?	YES	NO
6.) Did you understand what was expected	of you on the job?	YES	NO
7.) How frequently did you get feedback an	id/or performance reviews?		
8.) How frequently did you have discussion	າs with your supervisor aboເ	ut your ca	reer goals?
9.) Please rate the following with regard to	your <b>supervisor</b> on a scale	e from 1 to	- 4

9.) Please rate the	e following with rega	rd to your <b>su</b>	pervisor on a sca	ale from 1 to 4.
	1: Poor	2: Fair	3: Good	4: Exceptional

Maintained open communicationGave fair and equal treatmentEncouraged and listened to suggestionsResolved complaints/grievancesGave feedback and recognitionDeveloped teamwork and cooperationAcknowledged accomplishments of staffConsistently applied policies and proceduresOverall rating of supervisor		-
Encouraged and listened to suggestionsResolved complaints/grievancesGave feedback and recognitionDeveloped teamwork and cooperationAcknowledged accomplishments of staffConsistently applied policies and procedures	Maintained open communication	
Resolved complaints/grievancesGave feedback and recognitionDeveloped teamwork and cooperationAcknowledged accomplishments of staffConsistently applied policies and procedures	Gave fair and equal treatment	
Gave feedback and recognitionDeveloped teamwork and cooperationAcknowledged accomplishments of staffConsistently applied policies and procedures	Encouraged and listened to suggestions	
Developed teamwork and cooperation     Acknowledged accomplishments of staff     Consistently applied policies and procedures	Resolved complaints/grievances	
Acknowledged accomplishments of staff   Consistently applied policies and procedures	Gave feedback and recognition	
Consistently applied policies and procedures	Developed teamwork and cooperation	
	Acknowledged accomplishments of staff	
Overall rating of supervisor	Consistently applied policies and procedures	
5 1	Overall rating of supervisor	

10.)Please rate the following with regard to your **department** on a scale from 1 to 4.1: Poor2: Fair3: Good4: Exceptional

Orientation	
Teamwork with other departments	
Teamwork within your department	
Communication with other departments	
Communication within your department	
Physical working conditions	
Opportunity for advancement	
Training received	
Potential for career growth	
Recognition and rewards	

11.) Please rate the following with regard to your **salary and benefits** on a scale from 1 to 4. *1: Poor* 2: *Fair* 3: *Good* 4: *Exceptional* 

Salary	
Health benefits	
Dental benefits	
Vacation/Sick policy	
Retirement	
Paid time off	
Tuition benefits	
Life and Disability insurance	
Overall rating of the college as a place to work	

12.) Would you recommend the college for employment to others? YES NO

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

When you have completed the survey please either bring it to the Human Resources Office or place it in intercampus mail in an envelope addressed to Human Resources labeled CONFIDENTIAL

Office Use Only: Date received by Human Resources: \_\_\_\_\_

Initialed:	
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