

Employee Exit Interview

Date:

Department:

Employee Name:

Shop/Unit:

Job Title:

Supervisor:

Last day:

Manager:

1. How long have you been an employee with UW Facilities?
2. How was your onboarding experience?
3. What prompted your decision to leave UWF?
 - a. Before deciding to leave, did you look into possibilities for staying?
 - b. If there were concerns, did you share any of these concerns with management?
 - c. What might have changed your mind about leaving?
 - d. Would you ever consider returning to UWF in the future?
4. What could your supervisor have done to improve your work experience?
5. How did your supervisor provide the tools needed to succeed?
6. Did you have a yearly performance appraisal?
7. How were your achievements appreciated and recognized?
8. How well did your department or team communicate and collaborate?
9. What are three things UWF does well?
10. What are three things UWF could do better?
11. What advice would you give to a new employee?
12. How was the UWF safety environment?

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13. How could UWF better address inclusion, diversity, equity and acceptance?

14. Additional comments?

Information captured by Lay Tavassoli