



EXIT INTERVIEW FORM

ARCHDIOCESE OF CINCINNATI

The purpose of the exit interview is twofold. First, it is to help determine the reason for the employee's departure and to determine if it would have been possible to keep the employee when appropriate. Second, it is to evaluate the employee's thinking in relationship to us as employer. This will assist us in determining whether we as an employer need to make changes.

1. JOB CONTENT

- A. What factors contributed to your accepting a job with the Archdiocese? Have your feelings changed?

- B. Did you understand the job expectations when you were hired?

- C. Did you receive sufficient training to meet those expectations?

- D. Did you know how or where to get information you needed to succeed at your job?

- E. How has your job changed since starting this position?



- F. Do you have any suggestions that you feel could assist us in helping our next employee to understand his/her job?

2. COMPANY AS A PLACE TO WORK

- A. Please rate the following aspects of your employment with the Archdiocese:

	Excellent	Good	Fair	Poor
Opportunity for Advancement				
Performance Appraisals				
Physical Working Conditions				
Your Salary				
Vacation/Holidays				
Other Company Benefits				
Feeling of Belonging				

- B. Were you provided with written personnel policies and adequate documentation on your benefits?

Yes No

- C. What would make you interested in returning to work with the Archdiocese?

- D. Have you been treated fairly?

- E. What are your feelings on the culture here at the Pastoral Center? (By "culture", we are talking about the standards of communication, staff morale, time-off, flexibility, engagement, workplace policies and practices, collaboration within and among offices, beliefs, etc.)

- F. Did you feel adequately supported by your supervisors?



3. REASONS FOR LEAVING

A. What is your reason for leaving?

B. What could the Archdiocese have done to prevent you from leaving?

C. What part does salary play in your decision to leave?

D. If you are going to another job, what does that job offer you that your job with the Archdiocese did not?

E. Do you have any suggestions that you feel would make us a better employer?

EMPLOYEE LEAVING: _____

POSITION CLASSIFICATION: _____

NUMBER OF YEARS IN POSITION: _____

INTERVIEWER: _____

DATE: _____