**New Mexico Tech**

**Employee Exit Interview**

Employees are New Mexico Tech’s most valuable assets. Please take a few minutes to complete the exit interview to provide us with valuable information that will assist us in recruiting and retaining employees. The information you provide will not be part of your personnel file unless requested by you.

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time in Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty\_\_\_\_\_\_\_ Staff\_\_\_\_\_\_\_

**Please check the reason for leaving your current position:**

\_\_\_\_\_Promotion \_\_\_\_\_Retirement \_\_\_\_\_Resignation \_\_\_\_\_Demotion

\_\_\_\_\_End of Contract \_\_\_\_\_Dismissal \_\_\_\_\_Layoff \_\_\_\_\_Other

**Please check any of the following that contributed to your decision to leave your current position:**

\_\_\_\_\_Better Career Opportunity \_\_\_\_\_Supervision \_\_\_\_\_Family Circumstances

\_\_\_\_\_Working Conditions \_\_\_\_\_Commute \_\_\_\_\_Health

\_\_\_\_\_Moving from Area \_\_\_\_\_Content of Work \_\_\_\_\_Lack of Opportunity

\_\_\_\_\_Returning to School \_\_\_\_\_Salary/Wage \_\_\_\_\_Other

**Please rate the following aspects of your employment at NMT:**

 Excellent Good Adequate Poor N/A

Rate of Pay \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Holidays \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Retirement Plan \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Medical Insurance \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Life Insurance \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Sick Leave \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Annual Leave \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Flexible Spending Accounts \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Other Benefits \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Performance Evaluation Process/Received\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Orientation to Your Specific Job \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**Were your job responsibilities fully explained when you were hired?**

**\_\_\_\_\_Yes \_\_\_\_\_No (If no please explain)**

**Were you given proper training and opportunity to learn your job?**

**\_\_\_\_\_Yes \_\_\_\_\_No (if no, please explain)**

**Did you receive necessary information regarding policies and procedures?**

**\_\_\_\_\_Yes \_\_\_\_\_No (please explain)**

**Please rate the following in your job/department:**

 Excellent Good Adequate Poor N/A

Friendliness of fellow employees \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Cooperation within the department \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Cooperation with other departments \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

On-the-job training \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Equipment, Resources Provided \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Physical Working Conditions \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Opportunity for advancement/promotion \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Appreciation for achievement \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**Was your workload:**

\_\_\_\_\_Too Great \_\_\_\_\_Too Little \_\_\_\_\_About Right

**Rate your supervisor in the following areas:**

Excellent Good Adequate Poor N/A

Knowledgeable in Own Job \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Management Skills \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Addresses Poor Performance \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Treats Others with Respect \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Fairness \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Communication Skills \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Clarity of Instructions \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Handling of Complaints \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Develops Cooperation \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Values Input into Direction of Department\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**What factors interested you in employment at NMT?**

**If you are leaving for another job, what does that job offer you that NMT did not?**

**Did your experience at NMT match your original expectations of the job?**

**\_\_\_\_\_Yes \_\_\_\_\_No (explain)**

**FACULTY – How were promotion and tenure processes communicated to you?**

**How could NMT improve its dissemination of this information?**

**FACULTY – How would you describe the balance of teaching and research at NMT?**

**FACULTY – How did you feel about your teaching load?**

**\_\_\_\_\_Too Great \_\_\_\_\_Too Little \_\_\_\_\_About Right**

**Did your supervisor welcome input into his/her decisions and were your views taken into consideration?**

**\_\_\_\_\_Yes \_\_\_\_\_No (explain)**

**What made your employment enjoyable?**

**What was not enjoyable about your employment?**

**How would you describe the NMT work environment? In what ways did that environment contribute to either your satisfaction or dissatisfaction with the job?**

**How would you rate your own contribution or performance on the job?**

**\_\_\_\_\_Distinguished \_\_\_\_\_Competent \_\_\_\_\_Fair \_\_\_\_\_Marginal**

**Do you have any suggestions for improving NMT?**

**Would you consider returning to NMT or recommending it to a friend as a place to work?**

**\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Maybe**