



Exit Interview

Name: _____ Interviewed by: _____

Date Interviewed: _____ Last Day Worked: _____

Position Title: _____ Department: _____

Length of time at Lehigh: _____ Supervised by: _____

We are sorry that you have decided to leave Lehigh University, and wish you every success in your new endeavors. It would be helpful to us if you would answer the following questions. Your candid assessments will be utilized to retain highly effective employees and ensure continued University success.

Please rate the following as to the influence each factor had on your decision to leave:

	No Influence		Moderately Influenced		Strongly Influenced
Better job opportunity	1	2	3	4	5
Dissatisfaction with Job	1	2	3	4	5
Compensation Programs	1	2	3	4	5
Organizational Culture	1	2	3	4	5
Management Style	1	2	3	4	5
Workload	1	2	3	4	5
Commute	1	2	3	4	5
Other :	1	2	3	4	5

Please comment further on those items that most strongly influenced your decision. _____

What was the best part of your job at Lehigh University? _____

What are your plans after you leave? _____

What does your new job offer that your position with Lehigh did not? _____

Would you say that your supervision/ leadership:

Clearly communicated priorities and expectations?	Yes _____	No _____
Demonstrated fair and equal treatment?	Yes _____	No _____
Provided recognition on the job?	Yes _____	No _____
Developed cooperation and teamwork?	Yes _____	No _____
Encouraged and listened to suggestions?	Yes _____	No _____
Resolved complaints and problems?	Yes _____	No _____
Followed policies and practices?	Yes _____	No _____

Comments on communication . . .

- Between you and your supervisor _____

- Within the department as a whole _____

What internal training courses and /or University resources did you take advantage of and which were most beneficial to your personal/ professional growth and development? _____

How would you describe the Lehigh University environment? In what ways did this contribute to either your satisfaction or dissatisfaction with the job? _____

Do you have any suggestions for improving the University? _____

Would you recommend LU as a good place to work? Yes _____ No _____

Why do you feel this way? _____

Do you have any other comments about your job, the department or Lehigh University? _____

Employee Signature

Human Resources Signature

Remind the employee to return the following to the supervisor:
 Parking Hang Tag and Deck Pass Picture ID Card and keys