



Exit Interview

Name: _____

New Dept: _____

Date: _____

Start Date: _____

Prev. Dept: _____

Last Day: _____

1. What prompted you to seek another position at Lehigh University?

2. How easy/difficult was it for you to obtain another position at Lehigh?

3. How does your new position at Lehigh compare to or differ from the previous position?

4. Did the previous position meet with your expectations?

5. Did you have an opportunity to develop your capabilities in your previous job?

6. Would you say that your supervision/ leadership in the previous job . . .

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 _____

7. Comment on communication . . .
 - Between you and your supervisor

 - Within the department as a whole

6. 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?

9. Did your workload reflect your job description and responsibilities correctly?

- Was it diverse enough to keep your interest?

10. Describe the work culture of the department you are leaving.

11. What could have been different about the previous job to prevent you from seeking another position at Lehigh University?

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

signature

date