



Employee Exit Interview

STRICTLY CONFIDENTIAL

We value your opinions concerning your employment at Catholic Charities. Your response to this questionnaire will help us to develop policies and practices that reflect the needs of our employees. **All information obtained from this inquiry will be handled in a confidential manner and will NOT be placed in your personnel file.** We ask that you be as honest and fair as possible. Your name and signature are optional.

Please complete the form and return to Human Resources at the Pastoral Center. Thank you!

Job Title _____ Location _____
Program Administrator/Supervisor's Name _____

1. Did you leave Catholic Charities for another job? Yes _____ No _____
2. If yes, why?

3. What was your main reason for leaving Catholic Charities?

4. What did you like most about your job here?

5. What did you dislike about your job here?

6. How would you describe employee morale in your department?

7. Would you recommend Catholic Charities to a friend as a good place to work? Why?

8. What would you suggest to make Catholic Charities a better organization?

Check the box that best expresses your opinion:

	Very Satisfied	Satisfied	Somewhat Dissatisfied	Very Dissatisfied
<u>The Job</u>				
9. Opportunity to use your skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Amount of training you received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Recognition for the work you did	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Amount of overtime required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Your workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Opportunity to do interesting work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Your pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Supervisors and Co-Workers

16. Your supervisor's effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Your supervisor's willingness to discuss your concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Understanding of your supervisor's expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Feedback from management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Supervisor's openness to new ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Friendliness of co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Cooperation of co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Sense of teamwork within department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working Conditions and Benefits

24. Physical working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Training and development opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Opportunity for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Benefit programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Catholic Charities as a place to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very Satisfied	Satisfied	Somewhat Dissatisfied	Very Dissatisfied
<u>Communications, Policies, and Practices</u>				

29. Information you received on CC policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. CC management's openness to new ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Performance appraisal process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. HR department assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Responsiveness of mgmt to employee needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Optional:

Employee Name _____

Signature _____