



## Exit Interview Questionnaire

As an employer, Princeton University is committed to a positive work environment for its employees. The Exit Interview Program provides a valuable source of information to measure our success in reaching this goal. The data obtained from these interviews will be used to enhance our recruitment and retention efforts, and to assess the overall quality of worklife at Princeton. Your responses are confidential to the Office of Human Resources and will not be shared with the department without your permission. When appropriate, information in aggregate form only may be shared with managers or supervisors.

While the University does not require you to provide any of the following information, your assistance will help Princeton in its continuing effort to provide the best possible work environment for its staff members. Therefore, we ask that you take a few minutes to complete the questionnaire below.

Thank you for your assistance and good luck in your future endeavors.

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**Part 1: General Background Information.** (Please circle one number for each of the following categories.)

**Most Recent Position:** 1. Admin/Managerial; 2. Professional; 3. Secretarial/Clerical; 4. Technical; 5. Service & Maintenance; 6. Skilled Trades

**Length of Service:** 1. Less than one year; 2. One but less than two years; 3. Two but less than five years; 4. Five but less than ten years; 5. Ten or more years

**Affirmative Action Status:**

**A. Racial or Ethnic Group:** 1. American Indian/Alaskan Native; 2. Asian/Pacific Islander; 3. Black, not of Hispanic Origin; 4. Hispanic; 5. White, not of Hispanic Origin

**B. Age Group:** 1. Under 30; 2. 30-39; 3. 40-49; 4. 50-59; 5. 60 and over

**C. Disabled or Veteran:** 1. Disabled; 2. Veteran disabled; 3. Vietnam Era Veteran; 4. NA

**D. Sex:** 1. Female; 2. Male

**Education:** 1. Less than high school; 2. High School Diploma or equivalent; 3. Associate's Degree; 4. Bachelor's Degree; 5. Master's Degree; 6. Ph.D. ; 7. Other \_\_\_\_\_

**Prior Positions at Princeton:**

1. \_\_\_\_\_  
                     Position                                      Dept.    Length of Time

2. \_\_\_\_\_  
                     Position                                      Dept.    Length of Time

**Department Leaving:** \_\_\_\_\_

**Part II: Organizational Climate**

Please indicate how you feel about the following by circling the proper number applicable to your most recent position at Princeton.

<b>Organizational Climate</b>							
	Very Satisfied	Mostly Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Mostly Dissatisfied	Very Dissatisfied	No Opinion
<b>A. Overall work experience at Princeton</b>	1	2	3	4	5	6	9
<b>B. Perception of the University's overall communication with employees</b>	1	2	3	4	5	6	9
<b>C. Perception of the department's communication with employees</b>	1	2	3	4	5	6	9
<b>D. The amount of participation you had in making decisions that affected your job</b>	1	2	3	4	5	6	9
<b>E. The job classification system</b>	1	2	3	4	5	6	9
<b>F. The job transfer procedure</b>	1	2	3	4	5	6	9
<b>G. The opportunity to enroll in staff development courses and workshops</b>	1	2	3	4	5	6	9
<b>H. Your perception of the department's ability to deal fairly with staff</b>	1	2	3	4	5	6	9

Comments:

### Part III: Factors Affecting Departure

In deciding to leave your most recent position at Princeton, how did each of the following influence your decision? Please respond by circling one number below for each item.

Factors Affecting Departure						
	Strong influence to stay	Slight influence to stay	No effect	Slight influence to leave	Strong influence to leave	Not Applicable
A. Work Load	1	2	3	4	5	9
B. Relations with co-workers	1	2	3	4	5	9
C. Job security	1	2	3	4	5	9
D. Quality of supervision I received	1	2	3	4	5	9
E. Flexibility of work hours	1	2	3	4	5	9
F. Salary	1	2	3	4	5	9
G. Benefits	1	2	3	4	5	9
H. Geographic location of Princeton	1	2	3	4	5	9
I. Commuting distance	1	2	3	4	5	9
J. Family concerns	1	2	3	4	5	9
K. Non work-related personal life	1	2	3	4	5	9
L. Your overall perception of the University's ability to deal fairly with staff	1	2	3	4	5	9

Comments:

### Part IV: (Please indicate your response.)

- A. If a friend asked, would you recommend employment at Princeton University? **YES / NO**
- B. Would you work for Princeton again in the future? **YES / NO**
- C. In the same department/office you are leaving? **YES / NO**

## **Part V: Other Comments**

Please use this section to comment further on any work-related experience and to make suggestions to improve the quality of work life at Princeton. (If more space is needed, please attach an additional sheet.)