

Please complete and return to Human Resources, R-Annex. It is not mandatory all areas be completed but your experiences at Santa Fe College will allow us insight to how we can improve so your cooperation is most appreciated.

EXIT QUESTIONNAIRE and CHECK LIST

Name_

Today's Date

Department and Supervisor

(If known) Length of Employment

From

To

Position Held

Employee's current mailing address

Last day of employment

Last physical day on campus

Reason for leaving

Employee's Comments

Job Satisfaction

Salary

Genuinely happy with job

Good; better than most in comparable positions

Job was acceptable

Average

Dissatisfied with job

Poor; less than most in comparable positions

Comments

Comments

Working Conditions

Fringe Benefits

Pleasant environment

Good; better than most in comparable positions

Generally acceptable

Average

Poor

Poor; less than most in comparable positions

Comments

Comments

Communication

Departmental personnel made a genuine effort to keep staff informed

Received most information, but not always timely

Hardly ever got information, had to seek it out

Comments

Supervisor's role

Felt supervisor was instrumental in establishing positive work environment

Supervisor's tone was generally more positive than negative

Supervisor's influence was definitely detrimental to morale

Comments

Promotional Opportunities

Felt many opportunities existed

Felt there are some opportunities

Felt opportunities were non-existent

Comments

Job Challenge

Found job challenging

Sometimes bored

Continually had more that I could complete

Comments

Recognition

Felt supervisor was aware of my work
and gave recognition for achievement
and extra effort

Supervisor sometimes acknowledged
extra effort

Supervisor generally failed to
acknowledge performance

Comments

Transitioning to new endeavors can sometimes be a stressful time. Below is a check list to help make this process as smooth as possible for you. Please note that while we have attempted to make the list as complete as possible, it is your responsibility to take any and all steps necessary to ensure a seamless transition to your future endeavor.

Yes No

1. Have you submitted a letter of resignation?
2. Have you met with the Benefits Manager?
3. Have you met with the Payroll Manager regarding leave payouts, Bencor (if applicable) and last paycheck?
4. Are you transferring leave to another Florida Retirement Institution?
5. Have you turned in your uniforms (if applicable)?
6. Have you turned your keys into the Police Department?
7. Have you turned in your Santa Fe College badge and ID?
8. If relocating, have you updated your address?
9. Have you turned in all college property in your possession?
10. Have you removed your personal physical and electronic files?
11. Do you need access to your e-mail beyond your last date of employment? (Must be requested in writing by your supervisor/ chair.)

Thank you. Good luck in your future endeavors.

Human Resources