

# Exit Interview Process

The UNC – School of the Arts Exit Interview Process is designed to identify work environment issues that contribute to retention and turnover; to provide exiting employees an opportunity to voice concerns and make suggestions; and to ensure the retrieval of university assets when an employee separates from employment.

## Who's Covered?

All full-time SHRA, EHRA employees separating from the university are covered under the program. Employees transferring within the university are not asked to complete an exit interview or survey; however, individual departments may choose to collect information at the departmental level.

## What Is the Policy?

All separating employees should complete an Exit Survey and a Separation Clearance Checklist as well as comply with any departmental exit requirements. Completion of the Exit Survey is highly encouraged but not mandatory.

**Exiting employees are strongly encouraged to schedule an Exit Interview.**

All employees who would like to complete a face-to-face exit interview with Human Resources or Benefits Manager at (336) 770-1451 to schedule an interview.

Departments are responsible for the following.

- Ensuring collection of keys
- Return UNCOSA OneCard to department Supervisor
- Ensuring collection of university assets (purchasing card, laptop, uniforms, lab equipment, etc.) from the employee and the completion of the Separation Clearance Checklist.
- Separation Checklist and verification of off campus equipment must be completed and filed in Human resources prior to employee separation.

## Where Is the Survey?

All employees leaving UNC School of the Arts can fill out the Exit Survey by:

- Completing a hard copy of the Exit Survey during the face-to-face exit interview with Human Resources.

# What Happens to the Information Presented in the Survey or During the Interview?

If the information received suggests a violation of university policy or similar critical concern, Employee Relations or the Office for Equal Opportunity will immediately follow up with the appropriate department.

In the months following the employee's separation, a copy of the completed Exit Survey is retained in separated employees personnel file.

## Forms

- Separation Clearance Checklist
- Exit Survey

**(To be completed by Supervisor and Employee)**

**Checklist**

**Employee Name:**

**Reason for Departure:**

**Banner ID:**

**Department Name:**

**Date of Exit:**

The following checklist is provided to assist all UNC-School of the Arts employees with the exit process. Employees leaving the University should be aware of their benefits and rights. In addition, departing employees have an obligation to return all University property assigned to them and to settle any outstanding accounts. Please contact your HR Office if you have any questions during the exit process. (Items on the checklist may not apply to all employees.)

Employee provide written notice to department		
Supervisor initiate termination work flow		
Return keys		
Return UNCSA OneCard		
Return any other University property (purchasing card, laptop, uniforms, lab equipment, etc.)		
Advise employee to contact HR for exit interview		

## Exit Questionnaire

1. How long did you work at UNCSA?
  - Less than one year
  - One to ten years
  - Ten to twenty years
  - More than twenty years
  
2. Did you seek another job in order to leave UNCSA? Yes or No
  
3. Which of the following describe your reason(s) for leaving UNCSA? (Check all that apply.)
  - relocation
  - personal life changes
  - cost of living
  - retirement
  - return to school for improved education
  - better pay
  - better benefits
  - better career opportunity
  - difficulties with co-workers
  - difficulties with supervisor
  - concerns with the UNCSA tenure and promotion process
  - other \_\_\_\_\_
  
4. Using the following scale, please rate how you believe your work was valued?
 

Not at all	1	2	3	4	5	6	7	8	9	10 Extremely valued
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5. Rate how well your supervisor/chair/director helped you to be successful in your job.
 

1	2	3	4	5	6	7	8	9	10
No real effort									All reasonable efforts
  
6. Rate your workload.
 

1	2	3	4	5	6	7	8	9	10
Not enough to do (bored)									Overwhelmed/too much to do
  
7. Rate the process of how you received feedback on your work.
 

1	2	3	4	5	6	7	8	9	10
No feedback from supervisor at all									Regular and constructive feedback
  
8. Rate how your salary and benefits factored in your decision to leave.
 

1	2	3	4	5	6	7	8	9	10
Not part of the decision to leave									Major reason in decision to leave
  
9. Rate your experience with co-workers.
 

Very Poor	1	2	3	4	5	6	7	8	9	10	Outstanding
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10. How would you rate the UNCSA work environment?
 

Very Poor	1	2	3	4	5	6	7	8	9	10	Outstanding
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11. Have you been pleased with your decision to leave UNCSA?
  - Yes
  - No
  
12. What factor(s) would need to change in order for you to consider returning to UNCSA?

(Optional) Name \_\_\_\_\_ Position \_\_\_\_\_ Department/Unit \_\_\_\_\_