

The University of Tennessee Health Science Center Exit Interview			
Case:	<u>EI-18-01-024</u>	Interview Type:	<u>Standard</u>
Interview Date:	<u>01-18-2018</u>	Interviewee:	<u>ALISHA BOONE, MANAGEMENT SPECIALIST II</u>
Interviewer:	<u>DAMON DAVIS</u>	Manager:	
Group:	<u>Human Resources</u>	Location:	<u>Chief of Staff</u>
Date of Hire:	<u>03-13-2017</u>	Function:	<u>Human Resources</u>
Length in Current Position:	<u><1 year</u>	Interview Method:	<u>In-person</u>
Separation Reason:		Overall Average:	<u>0.00</u>
Opening Protocol			
<input type="checkbox"/> Thank you for participating in our Exit Interview today.			
<input type="checkbox"/> This process provides a valuable source of information to assist us in assessing the overall quality of work-life.			
<input type="checkbox"/> We appreciate your candid comments about the time you spent at the university.			
<input type="checkbox"/> The information you provide today will be shared on a need to know basis and all questions are optional.			
Notes:			
Quantitative Questions			
Question 1: Work Activities			Average:
1.	The amount of work I was expected to do was reasonable.		
2.	I had access to resources (e.g., materials, equipment, technology, etc.) I needed to do my job effectively.		
3.	I had the training I needed to do my job effectively.		
4.	I was involved in decisions that affected my work.		
5.	I had the appropriate level of support to do my job effectively.		
Question 2: Recognition/Opportunity			Average:
1.	My performance was evaluated fairly, taking into consideration established goals and other responsibilities.		
2.	I received timely and helpful feedback regarding my performance on a regular basis.		
3.	I was satisfied with opportunities to move into other roles within the University.		
4.	I was satisfied with my overall compensation - including pay, benefits and other incentives.		
Question 3: Relationships			Average:
1.	My supervisor treated me with respect.		
2.	My supervisor kept his/her commitments.		
3.	My supervisor recognized people when they did a good job.		
4.	My supervisor was an effective listener.		

5.	People in my department worked well together.	
Question 4: Work/Life Balance and Physical Environment		Average:
1.	Safe work practices were encouraged and followed in my work group.	
2.	Overall, I was satisfied with my physical working conditions (e.g., space, desk, lighting, noise).	
3.	My workload allowed me to have sufficient personal time outside of work.	
Question 5: Communication/Other		Average:
1.	In my department, there was open and honest two-way communication.	
2.	Throughout the institution, there was open and honest two-way communication.	
3.	I would recommend the University as a place to work to my friends and family.	

Qualitative Questions	
Question 1:	What was your primary reason for leaving the University? Did anything trigger your decision to leave?
	Notes:
Question 2:	What was the most satisfying thing about your job?
	Notes:
Question 3:	What was the least satisfying thing about your job?
	Notes:
Question 4:	What would you have changed within your department at the University?
	Notes:
Question 5:	What would you have changed at the University outside of your department?
	Notes:
Question 6:	What could your immediate supervisor do to improve his/her supervisory/managerial style?
	Notes:
Question 7:	Is there anything else you would like to share about your experience working for the University?
	Notes:
Question 8:	Are there any opens issues of which we need to be aware before you leave?
	Notes:
Closing Protocol	
<input type="checkbox"/> Once again, thank you for your time.	
<input type="checkbox"/> Please feel free to contact us if you have any questions.	
<input type="checkbox"/> We wish you well with your new opportunity.	
Notes:	
Contact Information:	