

**EXIT INTERVIEW QUESTIONNAIRE –  
FACULTY AND STAFF**

Missouri University of Science and Technology values your opinion. We want to understand what our employees value most in their workplace, and why they leave. Please respond to each of the following questions with honesty and candor. You are not legally required to provide any of this information, and it does not affect your benefits in any way. Your gender and race are requested in order to help us assess the experiences of different employee groups. The information will be summarized by the Human Resources Department. We will share summaries of the information with appropriate S&T administrators. If you wish to speak with someone in person regarding your work experience, please contact Human Resources at 341-4241. Please forward completed form to Shenethia Manuel Human Resource Services & Affirmative Action, 113 Centennial Hall, 300 W. 12<sup>th</sup> Street, Rolla, Mo. 65409 or [manuels@mst.edu](mailto:manuels@mst.edu). Thank you for your assistance and service to Missouri University of Science and Technology. Your feedback is greatly appreciated!

Name (optional) \_\_\_\_\_ Date \_\_\_\_\_

1. Department \_\_\_\_\_

2. College/Division \_\_\_\_\_

3. Current Rank/Title \_\_\_\_\_

Full-time    Part-time    Staff    Faculty    Administrator  
 Other \_\_\_\_\_

4. Date of Separation \_\_\_\_/\_\_\_\_/\_\_\_\_      5. Length of Service \_\_\_\_ Years \_\_\_\_ Months

6. Gender    Female    Male

7. Race    White    African American    Asian/Pacific Islander    Hispanic  
 American Indian/Alaskan Native    Other \_\_\_\_\_

8. Which factors attracted you to Missouri S&T: (check all that apply)

Interesting position                                       Academic environment                                       Pay  
 Opportunities for training, advancement, career growth       Benefits

Other \_\_\_\_\_

9. What did you enjoy most about your job at Missouri S&T: (check all that apply)

Opportunities for advancement       Benefits                                       Pay  
 Communications                                       Meaningful work                                       Recognition of work  
 Coworkers                                       Quality of supervision                                       Work environment  
 Convenient location                                       Educational opportunities                                       Parking

Other \_\_\_\_\_

10. What did you enjoy least about your job at Missouri S&T: (check all that apply)

Opportunities for advancement       Benefits                                       Pay  
 Communications                                       Meaningful work                                       Recognition of work  
 Coworkers                                       Quality of supervision                                       Work environment  
 Convenient location                                       Educational opportunities                                       Parking

Other \_\_\_\_\_

**11. Primary reasons for leaving Missouri S&T:** (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Change in career                    | <input type="checkbox"/> Family or personal needs   | <input type="checkbox"/> Retirement                   |
| <input type="checkbox"/> Health issues                       | <input type="checkbox"/> Moving from area           | <input type="checkbox"/> Pay dissatisfaction          |
| <input type="checkbox"/> Lack of recognition for work        | <input type="checkbox"/> Work environment           | <input type="checkbox"/> Quality of supervision       |
| <input type="checkbox"/> Lack of advancement opportunities   | <input type="checkbox"/> To further education       | <input type="checkbox"/> Workload or work hours       |
| <input type="checkbox"/> Laid off (RIF)                      | <input type="checkbox"/> Discontinuation of funding | <input type="checkbox"/> Anticipated/Denial of tenure |
| <input type="checkbox"/> Non-renewal of contract or position | <input type="checkbox"/> Benefits dissatisfaction   | <input type="checkbox"/> Relocation                   |

Other \_\_\_\_\_

**12. Which factor was most important in your decision to leave?** Please list only one.

**13. Would you recommend employment in your department or at Missouri S&T to a friend or colleague?**

Yes  No Please explain. \_\_\_\_\_

**14. What most helped you achieve your goals at Missouri S&T?**

\_\_\_\_\_  
\_\_\_\_\_

**15. What was least helpful to you?**

\_\_\_\_\_  
\_\_\_\_\_

**16. What constructive suggestions do you have for improving employment at Missouri S&T?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**17. Future Employer**

- |  |   |                                |                                |                                  |
|--|---|--------------------------------|--------------------------------|----------------------------------|
| <input type="checkbox"/> Private employment (e.g., business, industry) | <input type="checkbox"/> Government               | <input type="checkbox"/> Local | <input type="checkbox"/> State | <input type="checkbox"/> Federal |
| <input type="checkbox"/> Self employment                               | <input type="checkbox"/> Other University/College | _____                          |                                |                                  |

Which college/University? \_\_\_\_\_

Other \_\_\_\_\_

**18. What makes your future employer/position more attractive than your current position?**

\_\_\_\_\_  
\_\_\_\_\_

**19. Have you completed the Exiting Employee Checklist?**

Yes  No Comments \_\_\_\_\_

**20. Any further comments you would like to add...**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Thank you for your employment at Missouri S&T and for completing this questionnaire.*