EXIT ITERVIEW

Name: _____ Monthly Salary: _____

Position/Designation: _____ Date of (pls. refer below):

Div./Dept./Office: _____ ☐ resignation _____

Unit/College: _____ ☐ transfer _____

☐ retirement _____

☐ _____ (other, pls. specify)

NOTE: This "Exit Interview" is being conducted to provide the Personnel Office with relevant information which will serve as a tool in determining the policies and aspects of the administration that needs improvement.

Please feel free to state your honest opinion (every answer herein shall be kept in strict confidence).

QUESTIONS:

1. What is the primary function of your position?

_____

_____

_____

2. Based on your experience, what qualification/assets do you feel should the person occupying your post have in order to be more effective and better serve the office. (educational backgrounds, special skills, etc.)

_____

_____

_____

3. What particular aspect of your work (actual procedure, peer/supervisor subordinate relationships, office layout/physical arrangement), do you feel needs improvement?

_____

_____

_____

4. Do you have any suggestion, comment, etc.

_____

_____

_____

FOR THOSE WHO ARE RESIGNING/TRANSFERRING ONLY:

5. What is the main reason of your leaving the University?

_____

_____

6. Are you going to work abroad? If yes, where?

_____

7. What kind and level of work will you be doing in your new job?

_____

_____

8. What is the approximate salary that you will be getting?

_____

_____

Signature

_____

Date