

Hertford County Exit Interview

Name _____
 Today's Date _____
 Department _____
 Position Title _____
 Last Working Day _____
 Hire Date / Length of Service _____
 Department Head _____
 Supervisor _____

REASON FOR LEAVING: _____

Relationship with Supervisor	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
My supervisor provided me with an appropriate level of supervision					
I could easily approach my supervisor with a question or a problem					
My supervisor kept me informed about policy changes					
My supervisor listened to my concerns and suggestions					
What things could your Supervisor do to improve his/her relationships with staff?					

Relationship with Department Head	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
I could easily approach my department head with a question or a problem					
My department head kept my division informed about policy changes					
My department head listened to my concerns and suggestions					
What things could your Department Head do to improve his/her relationships with staff?					

Hertford County Exit Interview

Relationship with Coworkers	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
My coworkers and I worked well as a team					
My coworkers were willing to help me when I needed assistance					
My coworkers were sensitive to customer needs					
Are there things the organization can do to facilitate teamwork among coworkers?					

Benefits Package	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
The County of Hertford's benefits package met my needs					
The County of Hertford provides employees with enough benefit choices					
I fully understood my benefits					
What new benefit programs or improvements do you recommend?					

Compensation	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
My pay was fair and appropriate					
The County of Hertford's salaries are competitive					
Pay increases are awarded fairly and equitably					
Comments/Suggestions:					

Hertford County Exit Interview

Training	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
I was given satisfactory job training					
I was given adequate training and instructions concerning County policies and procedures					
I was provided with sufficient safety training and instructions					
What additional training would you recommend for employees within your division?					

Career Development	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
There are adequate promotional opportunities within my department					
I was given opportunities to enhance my skills such as specialized training, seminars, etc.					
My supervisor was concerned about the growth and development of individuals within the division					
How can the County improve career development opportunities?					

Working Conditions	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
My workplace was clean and pleasant					
I was concerned about my personal safety when performing my job					
How can the County improve your workplace?					

Workload	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
My workload was appropriate					
(If disagree) Overworked or Underworked					
I was able to meet work output expectations					
How can your job or work be restructured to improve productivity and workload levels?					

Hertford County Exit Interview

Morale	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
I was reasonably happy at work					
The County of Hertford is a good place to work					
I had input into the organization					
I was a valued employee					
I would recommend County employment to others					
I would consider returning to work with the County of Hertford					
What can the County do to become a better place to work?					

PERFORMANCE APPRAISALS	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
My work performance was evaluated fairly and appropriately					
Performance expectations were clearly communicated to me					
The performance appraisal criteria used was directly related to my job					
How can the County's performance appraisal process be improved?					

Forwarding Address (if moving):

Other items to cover:

Retirement system (877) 733-4191

401(K) (866) 624-0151

Deferred Comp (877) 677-3678

The NCACC Health Insurance Program will send you a HIPAA certificate.

Colonial Insurance: 1-877-777-7045

Superior Vision Plan: 1- 800-507-3800

Ameritas Dental Plan: 1- 800-326-3756

Employee's Signature _____ Date _____

Interviewer's Signature _____ Date _____