



## STANISLAUS COUNTY PERSONNEL MANUAL EXIT INTERVIEW PROCESS

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Stanislaus County considers its employees to be its most valuable resource. As a result, the County is committed to identifying and implementing strategies that will allow for the retention of a highly competent workforce. The use of Exit Interviews as a tool for gathering information regarding the experience of employees leaving the organization is critical in the development and implementation of recruitment and retention strategies.

In order to facilitate the collection of information, the County has developed an exit interview form and process to be used by all County Departments.

### **Process**

1. All full time employees, either resigning from County service or making a job change to another County department, will be offered the opportunity for an exit interview. Individual departments can also choose to conduct exit interviews for part time, personal services contract and temp employment agency staff.
2. Each Department will identify appropriate staff to conduct the exit interview. It is recommended that department heads, senior staff or the human resources manager be designated to conduct exit interviews. Employees will also be given the option to have their exit interview with the Department's Chief Executive Office HR Consultant.
3. Employees will be given the option of being scheduled for a meeting to complete the exit interview, or completing the form and submitting without a meeting.
4. Employees will also be given the option of completing the exit interview form anonymously.
5. Employees who are not notified of the exit interview prior to leaving employment will be sent the exit interview form with a postage paid return envelope.
6. Exit interviews conducted each calendar year will be maintained by each individual department until the end of the next calendar year. For example exit interviews for the 2006 calendar year will be kept by the Department until the end of December 2007.
7. The Chief Executive Office will develop a database to allow Departments to enter data from the exit interview form into a centralized database. This information will then be used as a tool to measure employee satisfaction and to develop opportunities for improvements in the areas of training, benefits and recruitment.



# Stanislaus County Exit Questionnaire

Stanislaus County would appreciate your feedback and comments regarding your experiences during your employment. Our purpose is to obtain information to help improve our recruitment and retention of staff. The information will be kept confidential. You may submit the information anonymously or you may choose to schedule an exit interview.

Name (optional) \_\_\_\_\_ Classification \_\_\_\_\_ FT/PT \_\_\_\_\_  
 Division/Work Area \_\_\_\_\_ Number of years with the Department \_\_\_\_\_

1. Why did you leave the Department/County? Please check (✓) all that apply.

- Better job opportunity (If yes, how were you alerted to the job opportunity) \_\_\_\_\_
- County Promotion  Retirement
- Dissatisfaction with work/environment  Completed Work Assignment (Extra Help)
- Reduction in force
- Personal (health, school, family, moved, etc.)
- Other \_\_\_\_\_

2. Please rank the following in the order of preference with 1 indicating your most valued benefit and 5 indicated your least valued benefit.

- 1. Medical/Dental benefits \_\_\_\_\_
- 2. Vacation and Sick leave accruals \_\_\_\_\_
- 3. Retirement \_\_\_\_\_
- 4. Deferred Compensation \_\_\_\_\_
- 5. Working hours/flexible scheduling \_\_\_\_\_

3. Using the scale provided, please check (✓) the response which best describes your employment experience with the Department.

**SUPERVISION**

**How would you rate your Supervisor(s):**

Strongly Disagree    Disagree    Moderate    Agree    Strongly Agree

|  | Strongly Disagree        | Disagree                 | Moderate                 | Agree                    | Strongly Agree           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Treated me in a fair and honest manner.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seemed to care about me as a person.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided me the information to do my job well. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Was a good role model.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized me for doing good work.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supported me when needed.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided training opportunities.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valued my opinion.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Developed cooperation and teamwork.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussed options for professional growth.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

# Stanislaus County Exit Questionnaire

## MANAGEMENT

**How would you rate the management team in your department:**

Strongly Disagree    Disagree    Moderate    Agree    Strongly Agree

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Valued and appreciated my work.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Informed me about matters that affected my job.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shared department mission/vision/values.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Connected department mission/vision/values to daily work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Committed to customer satisfaction.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided me opportunities to learn and grow.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Were good role models.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Decisions were usually fair.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Listened to employees' ideas.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Empowered me to make decisions and perform my job well.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## WORKING CONDITIONS/ENVIRONMENT

**How would you rate the following:**

Strongly Disagree    Disagree    Moderate    Agree    Strongly Agree

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| My coworkers were committed to doing quality work.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I had the opportunity to do what I do best every day.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I felt secure in my job.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I had adequate resources (equipment, tools, etc.) to do my job.                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I was expected to deliver high quality work.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| People in my work group cooperated well with each other.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I felt that my work area was safe.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I was satisfied with my physical working conditions (heat, noise, space, light, cleanliness, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I was treated with dignity and respect.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I would recommend this Agency/Department to others.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Thank you!***