

Confidential Exit-Interview Questionnaire



Anoka Technical College is committed to creating a work culture that fosters a feeling of being valued and supported by management. The Exit Interview Process is a valuable source of information to measure our success in reaching this goal. We will use the data obtained from you to enhance our recruitment and retention efforts and to assess the overall quality of work life at ATC. When appropriate, we may share information in aggregate (anonymous) form only with administrators or supervisors.

While the college does not require you to provide any of the following information, your participation will help ATC in its continuing effort to provide the best possible work environment for its staff members. Therefore, please take a few minutes to complete the questionnaire below.

Thank you for your assistance, and good luck in your future endeavors!

Marybeth Christenson, Chief Human Resource Officer and Diversity Director

Name: _____ Date: _____

Part I: Positions Held At ATC

Last Position Held at ATC:

Position	Dept.	Length of Service
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Prior Position at ATC:

Position	Dept.	Length of Service
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Department Leaving: _____

Part II: Organizational Climate

Please indicate how you feel about the following organizational elements by circling the proper number applicable to your most recent position at ATC.

Organizational Climate							
	Very Satisfied	Mostly Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Mostly Dissatisfied	Very Dissatisfied	No Opinion
1. Overall work experience at ATC	1	2	3	4	5	6	0
2. Perception of the <i>college's</i> overall communication with employees	1	2	3	4	5	6	0
3. Perception of your current <i>department's</i> communication with employees	1	2	3	4	5	6	0
4. The amount of participation you had in making decisions that affected your job	1	2	3	4	5	6	0
5. The state job/wage classification system	1	2	3	4	5	6	0
6. The college's re-classification system	1	2	3	4	5	6	0
7. The job-transfer procedure	1	2	3	4	5	6	0
8. The opportunity to enroll in staff development courses and workshops	1	2	3	4	5	6	0
9. Your perception of your current department's ability to deal fairly with staff	1	2	3	4	5	6	0
10. Pride in working for ATC	1	2	3	4	5	6	0
11. Co-workers' work ethic	1	2	3	4	5	6	0
12. Supervisors' work ethic	1	2	3	4	5	6	0
13. Support staff's work ethic	1	2	3	4	5	6	0

14. Comments:

Part III: Factors Affecting Departure

In deciding to leave your most recent position at ATC, how did each of the following elements influence your decision? Please respond by circling one number below for each item.

Factors Affecting Your Departure						
	Strong influence to stay	Slight influence to stay	No effect	Slight influence to leave	Strong influence to leave	Not Applicable
15. Work Load	1	2	3	4	5	0
16. Relations with co-workers	1	2	3	4	5	0
17. Job security	1	2	3	4	5	0
18. Quality of supervision received	1	2	3	4	5	0
19. Flexibility of work hours	1	2	3	4	5	0
20. Salary	1	2	3	4	5	0
21. Health Care Benefits	1	2	3	4	5	0
22. Pension Benefits	1	2	3	4	5	0
23. Tuition Waiver Program	1	2	3	4	5	0
24. Geographic location of ATC	1	2	3	4	5	0
25. Commuting distance	1	2	3	4	5	0
26. Family transfer	1	2	3	4	5	0
27. Non-work-related personal life	1	2	3	4	5	0
28. Emphasis on Diversity	1	2	3	4	5	0
29. Promotional/Career Growth Opportunities	1	2	3	4	5	0
30. Retirement Lifestyle	1	2	3	4	5	0
31. Your overall perception of the college's ability to deal fairly with staff	1	2	3	4	5	0

32. What was the single strongest influence on your decision to leave ATC?

33. What would be the single biggest change you would suggest we make at ATC?

34. Comments:

Part IV: Attitude about Anoka Technical College

35. If a friend asked, would you recommend employment?
at Anoka Technical College? YES NO
36. Would you work for ATC again in the future? YES NO
37. Would you work in the same department/office you are leaving? YES NO

Part V: Other Comments

38. Please use this section to comment further on any work-related experience and to make suggestions to improve the quality of work life at ATC. (If more space is needed, please attach an additional sheet.)

Part VI: OPTIONAL

39. **Most Recent Position:** Administrative Faculty Managerial
 Clerical Professional/Technical (MAPE)
 Maintenance Technical Assistance (AFSCME)
 Commissioner's Plan Middle Management.
40. **Length of Service:** Less than one year One but less than two years
 Two but less than five years Five but less than ten years
 Ten but less than 15 years 15 but less than 20 years
 20 but less than 25 years 25 or more years
41. **Affirmative Action Status:**
- Racial or Ethnic Group:* Native American/Alaskan Native Asian/Pacific Islander
 African-American Hispanic Caucasian.
- Age Group:* Under 25 25–34 35–44 45–59 60 & older
- Disabled:* Disabled Veteran, disabled Vietnam-Era Veteran
 None
- Sex:* Female Male
42. **Education:** Less than high school High School Diploma or equivalent
 Associate's Degree Bachelor's Degree Master's Degree
 Doctorate Other _____

Thank you for participating in this exit interview process!