



# Accomack County Exit Interview Questionnaire

Accomack County is interested in the point of view and insights of employees leaving the County's employment. Your thoughts on the good and bad aspects of your employment with the County would be helpful in identifying employment conditions that have been beneficial and those that need improving.

Please take a moment to complete the following questionnaire. This questionnaire DOES NOT go into your personnel file. You do not need to identify yourself. The information is used solely for the purpose of providing Human Resources with information that can be used to improve working conditions in the County.

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Department/Division \_\_\_\_\_ Years with Accomack County \_\_\_\_\_  
Grade \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_  
Do you want to complete this questionnaire? \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, return form to the Human Resource's office).

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1. I left Accomack County for the following Reasons: (please check all that apply).

- |                               |                                      |
|-------------------------------|--------------------------------------|
| Service Retirement            | Better job opportunity               |
| Disability Retirement         | Lack of advancement opportunity      |
| Salary                        | Problems with supervision I received |
| Family circumstances          | Illness or physical conditions       |
| Commuting distance            | Unsatisfied with assigned duties     |
| Terminated or asked to resign |                                      |
| Other _____                   |                                      |

2. When you started work were your job duties explained to you?

3. In general, did your duties match the job you thought you were hired to perform?

4. My workload was usually:      too great              about right              too light

5. Did you have the necessary materials, supplies and equipment to perform your job correctly?

- |                  |                                    |
|------------------|------------------------------------|
| All of the time  | Most of the time                   |
| Some of the time | I often did not have what I needed |

6. Were you given the proper training to perform your job correctly? \_\_\_\_\_

7. How were the physical working conditions/environment?

- |           |      |      |      |
|-----------|------|------|------|
| Excellent | Good | Fair | Poor |
|-----------|------|------|------|

8. Please Rate the following:

	Excellent	Good	Fair	Poor	No Opinion
<b>BENEFITS</b>					
Pay for your job					
Number of paid holidays					
Flexible work hours					
Annual leave					
Sick leave					
Retirement Plan					
Health Insurance					
Life Insurance					
<b>COMMUNICATIONS</b>					
Explanation of policies & procedures					
Orientation to the County					
Orientation to your department					
Communication of changes in work, policies, or procedures					
Communication between you and your supervisor					
Flow of information with the department					
<b>EMPLOYEE MORALE</b>					
Within your work section					
Within your department					
Within Accomack County					

9. Please rate your supervisor in the following areas:

	Almost Always	Usually	Sometimes	Never
Follows policies & procedures				
Ensures section meets its goals				
Uses the talents and abilities of staff				
Communicates well with staff				
Open to employee suggestions				
Provides recognition on the job				
Resolves problems and complaints effectively				
Treats staff equally and fairly				

10. Did you experience any of the following while working for the County?

	Yes	No
Harassment		
Favoritism		
Unfair Treatment		
Unfair promotional practices or advancement opportunities		
Discrimination		

If you answered yes, please explain what happened and if the situation was remedied. Did the situation involve management or a co-worker?

11. What did you like best about working for the County?

12. What did you like least?

13. Would you want your job back if certain conditions were changed?  
If yes, please identify the conditions.

14. What suggestions would you make for improving the work conditions?

15. Would you recommend working for the County to a friend as a place to work?

16. Would you recommend working for your department to a friend as a place to work?

17. Would you like a follow-up call or contact regarding anything you have shared?

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Thank you for taking the time to complete the survey and your responses will be confidential. If you would like a follow-up call or contact regarding anything you have shared, please provide a number or email.

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Exit interview completed by: \_\_\_\_\_