Thank you for your time with us. The University of North Carolina at Chapel Hill (UNC-Chapel Hill) would like to learn more about your time here as part of our ongoing efforts to enhance employee experiences.

The Exit Interview Questionnaire offers departing employees with the opportunity to provide feedback about their experience at the University. Your input is valuable to us, and we appreciate the contribution of your thoughts and suggestions.

Exit Questionnaires are forwarded to Employee and Management Relations in the Office of Human Resources. The information you provide will be kept in a confidential file and used only in generalized, non-identifiable ways to help us understand the factors that may contribute to employee satisfaction and turnover.

If you prefer not to complete this questionnaire but would be willing to discuss your reasons for leaving and your experiences as a University employee, please contact Employee and Management Relations at (919) 843-3444 or [emr@unc.edu](mailto:emr@unc.edu) to schedule an in-person interview.

**SECTION A: EMPLOYEE INFORMATION**

Q1. Name (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q2. Email Address (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Q3. Gender:   * Female * Male * Non-binary/third gender * Prefer to self-describe   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Prefer not to say | Q4. Age:   * Under 30 years old * 30-39 years old * 40-49 years old * 50 – 59 years old * 60+ years old * Prefer not to say |
| Q5. Race (**Select all that apply**):   * American Indian/Alaskan Native * Asian * Black/African-American * Hispanic/Latino * Native Hawaiian/Pacific Islander * White * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Prefer not to say | Q6. Length of Service with UNC-Chapel Hill:   * Less than 5 years * 5-9 years * 10-14 years * 15-19 years * 20-24 years * 25-29 years * 30+ years |

Q7. Last date you worked at UNC-Chapel Hill (mm/dd/yyyy):

Q8. School/Division/Department Name:

|  |  |
| --- | --- |
| ⭘ Adams School of Dentistry  ⭘ Admissions, University Registrar, Office of Scholarship and Student Aides  ⭘ Alumni Association Office  ⭘ Athletics  ⭘ Auxiliary Services  ⭘ College of Arts and Sciences  ⭘ Environmental Safety and Sustainability  ⭘ Facility Services  ⭘ Graduate School  ⭘ Information Technology Services  ⭘ Internal Audit  ⭘ Kenan-Flagler Business School  ⭘ Office of the Chancellor  ⭘ Office of the Provost  ⭘ School of Education  ⭘ School of Government  ⭘ School of Information and Library Science  ⭘ School of Law  ⭘ Hussman School of Media and Journalism  ⭘ School of Medicine | ⭘ School of Nursing  ⭘ School of Pharmacy  ⭘ School of Public Health  ⭘ School of Social Work  ⭘ Transportation and Parking  ⭘ University Communications  ⭘ University Counsel  ⭘ University Development Office  ⭘ University Library  ⭘ University of North Carolina Police Department  ⭘ University Ombuds Office  ⭘ Vice Chancellor for Finance and Operations  ⭘ Vice Chancellor for Public Affairs  ⭘ Vice Chancellor for Research  ⭘ Vice Chancellor Innovation, Entrepreneurship and Economic Development  ⭘ Vice Chancellor Student Affairs  ⭘ Workforce Strategy, Equity and Engagement  ⭘ WUNC-FM  ⭘ Prefer Not to Say |

Q9. Job Title at UNC-Chapel Hill:

Q10. What initially attracted you to working at UNC-Chapel Hill? (**Check all that apply**)

* Being at UNC-Chapel Hill
* Challenging Position
* Career/Promotional Opportunity
* Competitive Salary
* Benefits Programs
* Retirement Programs
* Research Interest
* Work Environment
* Other (Please Specify):

Q11. For which of the following reasons are you leaving UNC-Chapel Hill? (**Check all that apply**)

* Retirement
* Voluntary resignation
* SHRA Reduction in Force (RIF)
* EHRA-NF discontinuation of position
* Involuntary separation
* Other (Please Specify):

Q12. If Voluntary resignation selected above, which of the following would you say are significant reasons you are voluntarily leaving UNC-Chapel Hill? (**Check all that apply**)

|  |  |
| --- | --- |
| * Taking a higher level job somewhere else * Taking a similar-level job, but with better pay and benefits * Taking a job with better career potential * Taking a job that is a better match for my skills and interests * Taking a job closer to home * Spouse/Partner taking a job out of the area * Changing careers and going in a different direction * Going back to school * Leaving the workforce to care for a family member | * Not having the tools, equipment or resources needed to do my job * Not receiving the essential training to do my job * Limited opportunity for professional growth * Quality of interactions with my boss * Quality of interactions with my coworkers * My physical work environment * Language barriers * Others (Please briefly explain) |

**SECTION B: WORKLOAD**

Q13. To what extent did the actual tasks or assignments you performed on a day-to-day basis match what was outlined in the job description or work plan for your position?

* Very closely
* Fairly closely
* Not very closely
* Not at all

Q14. To what extent did the amount of work you were asked to perform match what you expected based on the job description or work plan for your position?

* There was **a lot more work** than I expected
* There was **somewhat more work** than I expected
* The amount of work was **about what I expected**
* There was **somewhat less work** than I expected
* There was **a lot less work** than I expected

Q15. Do you think your work unit had the **right number** of people to do the work expected?

* No, we needed additional people
* Yes, there was the right number of people
* No, there were more people than needed for the work

Q16. Do you think your work unit had **qualified** people to do the work expected?

* No, we needed additional qualified people
* Yes, there was the right number of qualified people
* No, there were more qualified people than needed for the work

**SECTION C: SALARY AND BENEFITS**

**Q17. To what extent do you agree or disagree with the following statements about your salary and benefits?**

My salary was reasonably competitive when compared with employees doing the same or similar work...

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Strongly  Agree | Agree | Somewhat Agree | Neither agree nor disagree | Somewhat disagree | Disagree | Strongly  Disagree |
| * In my own department | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * In other departments around campus | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * At other Chapel Hill area employers | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * At other universities | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |

Q18. My healthcare benefits (e.g. medical, dental, vision, medical flex spending), provided through the State of North Carolina, were reasonably competitive with other employers**.**

* Strongly Agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly Disagree

Q19. The retirement plans and contributions provided through the State of North Carolina for State employees were reasonably competitive with other employers.

* Strongly Agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly Disagree

Q20. In general, I was satisfied with **my salary** at UNC-Chapel Hill.

* Strongly Agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly Disagree

Q21. In general, I was satisfied with **my benefits** at UNC-Chapel Hill.

* Strongly Agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly Disagree

**SECTION D: DEPARTMENT/UNIT ADMINISTRATION, SUPERVISORS, AND COMMUNICATION**

Q22. In general, how successful do you think your department is in meeting its goals?

* Very successful
* Somewhat successful
* Not very successful
* Don’t know what my department’s goals are

Q23. Overall, how would you rate the quality of the working relationships between staff in your work unit and your work unit’s immediate supervisor?

* Excellent
* Good
* Fair
* Poor
* Don’t know

**Q24. In your opinion, how well did your immediate supervisor do the following?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Don’t Know |
| * Listen to ideas and concerns from staff in your work unit | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Meet regularly with the work unit to keep employees informed | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Treat all members of the work unit consistently (i.e., does not show favoritism) | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Address internal conflict in your work unit quickly and effectively | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Promote and support diversity and inclusion within your work unit | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Provide work-related training and development opportunities for employees | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Have an annual performance appraisal discussion with you | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |

Q25. Over the past 12 months, about how often did your supervisor acknowledge or express appreciation for the work you had done?

* Frequently
* Sometimes
* Occasionally
* Seldom/Never

**Q26. How would you rate communication between each of the following?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Don’t Know | Not Applicable |
| * You and your co-workers in your work unit | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Staff in your immediate work unit and other staff in the rest of your department | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * Staff in your department and senior leadership in your department | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * You and the staff who reported to you | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |

**SECTION E: YOUR OVERALL EXPERIENCE**

**Q27. To what extent do you agree or disagree with the following statements regarding your overall work experience?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Somewhat Agree | Neither agree nor disagree | Somewhat disagree | Disagree | Strongly disagree |
| * In general, I worked well with the people on my immediate team | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * I felt the work I did was important | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * I felt my work contributions were valued | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| * In general, I looked forward to coming to work | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |

Q28. Overall, did you enjoy your job?

* Yes
* No

Q29. Why or why not?

**Q30. In thinking about each of the following, would you say you did or did not…**

|  |  |  |
| --- | --- | --- |
|  | Yes, I did | No, I did not |
| * Have the basic tools, equipment, and resources needed to do your job | ⭘ | ⭘ |
| * Receive basic training to do your job | ⭘ | ⭘ |
| * Receive opportunities to expand your skills in your position | ⭘ | ⭘ |
| * Have opportunities for job growth with pay increases | ⭘ | ⭘ |
| * Have a physical work environment that allowed you to work safely and comfortably | ⭘ | ⭘ |

**SECTION F: FUTURE PLANS**

Q31. Have you already accepted a position for employment elsewhere?

* Yes
* No

Q32. If Yes above, in what type of organization will you be working?

* Another college or university
* The private sector (e.g., business, industry)
* A governmental organization
* A not-for-profit organization
* Self-employment
* Other (Please Specify):

Q33. Name of new organization (Optional): \_\_\_\_\_\_

**SECTION G: YOUR FINAL COMMENTS AND RECOMMENDATIONS**

Q34. Would you recommend **employment in your department** at UNC-Chapel Hill to a friend or colleague?

* Definitely yes
* Probably yes
* Maybe
* Probably Not
* Definitely Not

Q35. Would you recommend **employment in other departments** at UNC-Chapel Hill to a friend or colleague?

* Definitely yes
* Probably yes
* Maybe
* Probably Not
* Definitely Not

Q36. How would you rate your overall experience at UNC-Chapel Hill on a scale of 1-5? (1 = lowest; 5 =

highest)

Q37. When you think about your experiences at UNC-Chapel Hill, what would you say were **the most**

**positive aspects** of being an employee here?

Q38. When you think about your experiences at UNC-Chapel Hill, what were **some of the concerns** that you had in being an employee here?

Q39. What do you think are the most significant changes that **your department** at UNC-Chapel Hill could

make to be a better place to work?

Q40. What do you think are the most significant changes that **UNC-Chapel Hill** could make to be a better

place to work?

Thank you for taking the time to provide your feedback. The Employee and Management Relations team in the Office of Human Resources appreciates your willingness to share your experience with us.

**Please print and mail the questionnaire to: UNC Employee and Management Relations, 104 Airport Drive, Campus Box 1045, Chapel Hill, NC 27599-1045.**

**Questions about this form? Contact Employee and Management Relations at 919-843-3444.**