

Town of Atlantic Beach Exit Interview

CONFIDENTIALITY ASSURANCE

Your comments are confidential. They will be reviewed by the Personnel Officer and the Town Manager. The feedback will be shared with the Department Heads and Council in a statistical format in order to not identify any individual employee.

This information will NOT be placed in your personnel file. It will be kept in a separate locked file. In no way with the information given be used to affect or influence your present and/or future employment. The only intended purpose of the information given is to assist the Town of Atlantic Beach to be a more effective and responsive employer.

Thank you for your assistance with our request.

PLEASE PRINT ALL INFORMATION:

Employee Name: _____

Job Title: _____

Department: _____

Supervisor: _____

Date Hired: _____

Date Separated: _____

Circle your major reasons for leaving employment with the Town of Atlantic Beach.

Resigned – another job	Resigned (other reason) (specify)	Retirement
Resigned to change career	To further education	Reduction in force (RIF) -- layoff
Dissatisfied with the job duties	Dissatisfied with the job environment/setting	Discharged
Dissatisfied with the job supervision	Dissatisfied with salary and/or benefits	Other reason: (please specify)

WORKING CONDITIONS (please enter yes or no, and add comments as you feel necessary)

- 1) _____ I liked working with the Town of Atlantic Beach.
- 2) _____ I felt my work was appreciated.
- 3) _____ My overall treatment was fair and impartial.
- 4) _____ There was a sense of trust among employees.
- 5) _____ Employees trusted the supervisor in my work unit.
- 6) _____ The workload was reasonable and I usually had enough time to finish my work without working overtime.
- 7) _____ I was satisfied with the benefits.
- 8) _____ Employees in my work unit were informed about changes (i.e. policies, procedures).

SUPERVISION

- 1) _____ My supervisor made it easy to talk with him/her on almost any problem or topic.
- 2) _____ I knew what to do if I needed help and my supervisor was unavailable.
- 3) _____ If another employee was absent in my unit for an extended period, someone who was trained was available to help fill in.
- 4) _____ I could suggest new ideas and my supervisor would consider them.
- 5) _____ My supervisor had adequate knowledge of my work area.

- 6) _____ My supervisor gave me regular positive as well as corrective feedback on my performance and/or conduct.
- 7) _____ I could have been delegated more responsibility.

TRAINING

- 1) _____ I received sufficient instructions to perform my job.
- 2) _____ Policies and procedures were clearly explained to me.
- 3) _____ I had opportunities for personal training and career development.

GENERAL FEEDBACK

- 1) Please explain the primary reason (s) that you left your position:
- 2) What was your most positive experience with the Town of Atlantic Beach?
- 3) What did you dislike the most about working with the Town of Atlantic Beach?
- 4) If you could have made changes in your job, what would they have been?
- 5) Would you consider recommending the Town of Atlantic Beach to others who are seeking employment?
- 6) Future employment: Are you seeking or have you accepted a similar position?
- 7) What suggestions would you give to improve working conditions within the Town of Atlantic Beach?