

City of Dallas

Human Resources

CM Suhm

Exit Interview

Mark as shown: ☐ ☒ ☐ ☐ ☐ Please use a ball-point pen or a thin felt tip. This form will be processed automatically.Correction: ☐ ☒ ☐ ☒ ☐ Please follow the examples shown to help optimize the reading results.**Background Information**

The City of Dallas is interested in identifying opportunities to improve its work environment. Although completing an Exit Interview is voluntary, your input is important in assisting us with this effort. Please take time to answer the following questions regarding your experience with the City of Dallas. ***The information you provide will be used only for quality management purposes and will not be shared directly with your department. Your feedback is greatly appreciated.***

Date:

Name (Optional):

Department:

Supervisor:

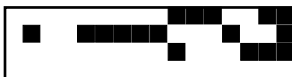
Hire Date:

Title:

Are you willing to answer this questionnaire?

☐ Yes☐ No

If you do not wish to respond, please fill out the information above and return the questionnaire to Human Resources.

Questionnaire**1. Which one factor attracted you to the City of Dallas: (mark only one)**☐ Benefits (including holidays and vacation time)☐ Interesting position☐ Opportunity for training, advancement, career growth☐ Pay☐ Other**2. What did you enjoy most about your job at the City of Dallas: (mark all that apply)**☐ Benefits☐ Communications☐ Convenient location☐ Co-workers☐ Meaningful work☐ Opportunity for advancement☐ Pay☐ Quality of supervision☐ Recognition of work☐ Training/educational opportunity☐ Work environment

Questionnaire [Continue]

3. What did you enjoy least about your job at the City of Dallas? (mark all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Communications | <input type="checkbox"/> Convenient location |
| <input type="checkbox"/> Co-workers | <input type="checkbox"/> Meaningful work | <input type="checkbox"/> Opportunity of advancement |
| <input type="checkbox"/> Pay | <input type="checkbox"/> Quality of supervision | <input type="checkbox"/> Recognition of work |
| <input type="checkbox"/> Training/educational opportunity | <input type="checkbox"/> Work environment | |

4. Why did you decide to leave the organization? (mark all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Change in career | <input type="checkbox"/> Continue my education | <input type="checkbox"/> Dissatisfied with fringe benefits |
| <input type="checkbox"/> Dissatisfied with salary | <input type="checkbox"/> Dissatisfied with supervision received | <input type="checkbox"/> Dissatisfied with type of work |
| <input type="checkbox"/> Dissatisfied with working conditions | <input type="checkbox"/> Family or personal circumstances | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> Lack of advancement opportunities | <input type="checkbox"/> Lack of recognition at work | <input type="checkbox"/> Laid off (RIF) |
| <input type="checkbox"/> Moving from area | <input type="checkbox"/> Retirement | <input type="checkbox"/> Secured a better job |

Scaled Questions

5. What is your opinion of the following?

Communication to/from management
 Health Benefit Plan
 Opportunity for advancement
 Performance Evaluation
 Physical Working conditions
 Retirement Plan
 Salary Plan
 Supervision provided

Excellent	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Regarding your supervisor, how would you rate the following?

Applies policies consistently
 Develops cooperation
 Give fair and equal treatment
 Gives clear instruction
 Gives positive feedback
 Knows accomplishments of staff
 Resolves complaints and grievances
 Welcome suggestions

Excellent	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Did you receive adequate training while employed with the City of Dallas?

☐ Yes☐ No

8. Would you recommend employment at the City of Dallas to a friend or colleague?

☐ Yes☐ No

Scaled Questions [Continue]

9. Future Employer

- | | | |
|---|---|---|
| <input type="checkbox"/> Private Employer | <input type="checkbox"/> Self Employment | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Federal Government | <input type="checkbox"/> Retirement |

10. What constructive suggestions do you have for improving employment at the City of Dallas?

You may drop off or mail the completed questionnaire to:

**Exit Questionnaire
Human Resources Department
City of Dallas
1500 Marilla Street, 6AS
Dallas, Texas 75201
Phone: (214) 670-3120**

