

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
ARIZONA

Employee Exit Questionnaire

Please complete the following questionnaire prior to your departure from the organization. The information you give will be handled in a confidential manner and used to consider changes that will improve working conditions. Your assistance is appreciated. Thank you.

NAME (Optional): _____ DATE: _____

OFFICE LOCATION: _____

TYPE OF APPOINTMENT (Please check one): Permanent Temporary

1. My reason for leaving is:

- | | |
|--|---|
| <input type="checkbox"/> Transfer within BLM | <input type="checkbox"/> Transfer outside BLM |
| <input type="checkbox"/> Expiration of Appointment | <input type="checkbox"/> Higher Salary |
| <input type="checkbox"/> Better Benefits | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Personal Reasons | |
| <input type="checkbox"/> Other (please explain) | |

2. Please rate your present position (circle your answer):

- | | |
|------------------------------------|-----------------------------|
| a. Quality of supervision received | excellent--good--fair--poor |
| b. Working conditions | excellent--good--fair--poor |
| c. Advancement opportunities | excellent--good--fair--poor |
| d. Training | excellent--good--fair--poor |
| e. Recognition of work efforts | excellent--good--fair--poor |

Would you explain your ratings?

3. Please respond to the following statements by circling the appropriate number.

	Always	Usually	Seldom	Never
a. My job was challenging.	1	2	3	4
b. I received adequate guidance regarding my assignments.	1	2	3	4
c. My workload was too light.	1	2	3	4
d. My supervisor was equitable and fair in dealing with me and my co-workers.	1	2	3	4
e. Performance expectations were made clear to me.	1	2	3	4
f. My workload was too heavy.	1	2	3	4
g. Personnel actions (hires, promotions, awards, training) were based on merit and not on race, sex, age, or handicap.	1	2	3	4
h. I could go to my supervisor freely with work problems or concerns.	1	2	3	4

4. Do you have any questions or concerns related to the Personnel policies in the organization?

5. Do you have any questions or concerns related to other areas of policy in the organization?

6. Please provide any suggestions for improvements, whether in the area of your position with us or other areas.
