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**TOWN OF MILFORD**

DEPARTMENT OF HUMAN RESOURCES

Voluntary Exit Interview

Greetings,

Thank you for taking a few minutes to complete the Town of Milford's Exit Interview.

The Town of Milford Policy on Exit Interviews is available on the [Town's website](https://www.milford.nh.gov/sites/g/files/vyhlif4701/f/pages/tom_exit_interview_form.pdf).

The purpose of exit interviews is to ensure that exiting employees are informed of their COBRA benefits, as well as to maintain accurate records on reasons for employee terminations.

It is the policy of the Town of Milford to ensure that any employee whose employment is leaving the Town receives an exit interview. The interview will be conducted by the Human Resources Director either in person or via web survey. The objectives of the exit interview include:

- determining why people leave
- identify any grievances that may have gone unnoticed/unreported so that corrective actions can be taken
- learn of any misunderstandings the employee may have had about his/her job, so clarifications can be made moving forward;
- to retain the goodwill of the employee toward the Town;
- to review administrative details with the employee such as benefits continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- to arrange for the return of any Town of Milford property which has not already been returned to the department supervisor.

Your answers to the following questions are **voluntary**. You can answer a few questions or forego answering questions altogether. You can choose to identify yourself or make the responses anonymous. Comment boxes are set up to expand as you type.

This feedback is important to us for continued growth and the fostering of good employee/employer relationships. **If we have missed the mark, you have the opportunity to share with us how we might best improve.**  Thank you very much for taking the time to do this survey. And thank you for the opportunity of having worked with you.

Best,
*Karen*
Karen Blow
Human Resource Director

**GENERAL**

|  |  |
| --- | --- |
| Employee Name  |  |
| Job Title |  |
| Dept Name |  |
| Employed From |  |
| Employed To |  |
| Present Wages |  |
| New Title (If going to another employer) |  |
| New Wages (If going to another employer) |  |

|  |  |
| --- | --- |
| 1. Please select one –
 | I choose to participate in the exit interview \_\_\_\_\_ |
| I choose to NOT participate in the exit interview \_\_\_\_\_ |

|  |  |
| --- | --- |
| 1. I have been made aware that completion of this exit interview form is voluntary and I was given the option not to complete this form if so desired.
 | **\_\_\_\_\_Yes \_\_\_\_\_** **No** |
| 1. I authorize the placement of this Exit Interview Form in my personnel file.
 | **\_\_\_\_\_Yes \_\_\_\_\_** **No** |

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| --- |
| 1. Please identify your reason for leaving
 |
| \_\_\_ Resignation \_\_\_ Discharge \_\_\_ Retirement \_\_\_\_Layoff \_\_\_ Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comment: |

|  |  |
| --- | --- |
| 1. Have you accepted another position elsewhere?
 | **\_\_\_\_ Yes \_\_\_\_\_** **No \_\_\_\_ N/A** |
| Comment: |

|  |
| --- |
| 1. If you answered yes to the question above, how long ago did you begin searching for another position?  What incident or circumstance(s) made you begin looking for another job?
 |
| Comment: |

|  |  |
| --- | --- |
| 1. If you are going to a new employer, are their benefits better?
 | **\_\_\_ Yes \_\_\_\_\_** **No \_\_\_\_ N/A** |
| Comment: If so, please share. |

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| --- | --- |
| 1. Are there any reasons you decided your career goals could not be met here or could be better met somewhere else?
 | **\_\_\_ Yes \_\_\_\_\_** **No \_\_\_\_ N/A** |
| Comment: If so, please share. |

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| --- | --- |
| 1. Did you speak with your supervisor or anyone else in management or the Administration Office concerning your career goals?  If your answer was yes, what was the outcome of the conversation?  If you answer was no, why not?
 | **\_\_\_ Yes \_\_\_\_\_** **No \_\_\_\_ N/A** |
| Comment:  |

|  |  |
| --- | --- |
| 1. Did you get along well with your supervisor?  If no, please explain.
 |  **\_\_\_ Yes \_\_\_\_\_** **No \_\_\_\_ N/A** |
| Comment:  |

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| --- |
| 1. How well did your supervisor handle any complaints or grievance you may have had?  Please feel free to add comment.
 |
| **\_\_\_\_ Extremely Dissatisfied \_\_\_\_\_** **Dissatisfied \_\_\_\_ Neutral \_\_\_\_ Satisfied \_\_\_\_ Highly Satisfied** |
| Comment:  |

|  |
| --- |
| 1. What could have been done to make your job here more rewarding?
 |
| Comment:  |

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| --- |
| 1. What did you like best about your job?
 |
| Comment:  |

|  |
| --- |
| 1. What did you like least about your job?
 |
| Comment:  |

|  |
| --- |
| 1. What makes the Town of Milford a good place to work?
 |
| Comment:  |

|  |
| --- |
| 1. What makes the Town of Milford a poor place to work?
 |
| Comment:  |

|  |
| --- |
| 1. How does your new position compare with the one you are leaving
 |
| Comment:  |

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| --- |
| 1. How would you rate the following?  Please feel free to comment in the comment section regarding any "Fair" or "Unsatisfactory" ratings
 |
|  | **OUTSTANDING** | **VERY GOOD** | **SATISFACTORY** | **FAIR** | **UNSATISFACTORY** |
| **Job Responsibilities?** |  |  |  |  |  |
| **Opportunity for achieving goals?** |  |  |  |  |  |
| **Work environment?** |  |  |  |  |  |
| **Supervisor?** |  |  |  |  |  |
| **Pay?** |  |  |  |  |  |
| **Benefits?** |  |  |  |  |  |
| Comment:  |

|  |  |
| --- | --- |
| Final few questions - Are there any recommendations you would like to make for the department, and/or Town, to make the Town of Milford a better place to work?  | \_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_ N/A |
| Comment:  |

|  |  |
| --- | --- |
| Would you have stayed if a more satisfactory arrangement could have been worked out? If yes, please explain. |  \_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_ N/A |
| Comment:  |

**Any other comments you would like to offer:**

|  |
| --- |
|  |

DONE

**Thank you for your input!**

Please Return to Human Resources