



EXIT SURVEY FORM
(Completion of this form is optional)

In our efforts to collect and evaluate information about UNCA and its programs and benefits, the HR office would like your opinions, complaints and suggestions concerning your work experience here. Thank you for taking the time to complete the following information. Separation/Exit interview forms are forwarded to the appropriate administrator (Vice Chancellor or Dean) 30 days after separation, for the administrator's information and to help them understand the factors that may contribute to employee satisfaction and turnover.

Name _____

Department _____

Last Day Worked _____

Length of Service with UNCA _____

• **Reason for leaving UNCA employment:**

• **Would you consider other employment opportunities at UNCA?**

YES NO

If no, please explain why:

Please indicate your level of satisfaction with the following:

	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied
Salary	1	2	3	4
Insurance(s)	1	2	3	4
Tools/Equipment Provided for job	1	2	3	4
Supervision Received	1	2	3	4
Work Space Provided	1	2	3	4
Service provided by Human Resources	1	2	3	4
Evaluation of Performance	1	2	3	4

Please note any additional comments or concerns you wish to share:

Employee Signature

Date Signed

Interviewer (if applicable)

Date Signed

RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES
CPO #1450, 108 PHILLIPS HALL, ASHEVILLE, NC 28804