



# Troy University Employee Separation Questionnaire

Troy University recognizes that our employees are our most valuable resources. Your experiences as an employee of the University can provide us with valuable information for recruiting and retaining employees. In completing this questionnaire, please be as candid and complete as possible. Additional comments are welcome. After completing this paperwork, please return it to the Human Resources Department. All responses are confidential and will be used to assess Troy University operations and services.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## Reason for Leaving

What was your primary reason for leaving the University? (Choose only one from list A-H below)

A. To accept other employment

- |   |   |
|---|---|
| <input type="checkbox"/> Promotion/Career advancement | <input type="checkbox"/> Better working conditions/Work environment |
| <input type="checkbox"/> Higher pay                   | <input type="checkbox"/> More job security                          |
| <input type="checkbox"/> Work Schedule                | <input type="checkbox"/> Career change                              |

B. Moving

C. Educational pursuits

D. Health concerns

E. Family circumstances

F. Retirement

G. Involuntary termination

H. Other (please specify) \_\_\_\_\_

## Position Related Issues

Please evaluate the following based upon your work experiences while employed at Troy University.

	Strongly Disagree	Disagree	Agree	Strongly Agree
Received sufficient training to perform my job				
Offered opportunity for educational advancement/training				
Encouraged to seek opportunities to advance/further my career				
Job expectations were explained				
Working conditions met expectations				
Had a positive working relationship with co-workers				
Supervisor and I communicated effectively				
Supervisor was fair and impartial				
Benefits were competitive				
Overall the University was a good place to work				

Any additional information you'd like to share concerning your decision to leave the university:

Hire Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_