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P \_\_\_\_\_ M \_\_\_\_\_  
BE \_\_\_\_\_  
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## The University of Tennessee Exit Interview Questionnaire

NAME: \_\_\_\_\_ POSITION/JOB TITLE: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ RESIGNATION DATE: \_\_\_\_\_

PLEASE CHECK ONE:    \_\_\_\_\_ FACULTY                      \_\_\_\_\_ OTHER ACADEMIC  
                                 \_\_\_\_\_ STAFF EXEMPT                      \_\_\_\_\_ STAFF NON-EXEMPT

1. The University of Tennessee is interested in knowing about your University work experiences and why you have chosen to leave this institution. We would appreciate your help in answering the following questions.

Please check the reason(s) for resignation:

- \_\_\_\_\_ Better employment opportunity
- \_\_\_\_\_ Family responsibilities
- \_\_\_\_\_ Illness
- \_\_\_\_\_ To further education
- \_\_\_\_\_ Relocating out of the area
- \_\_\_\_\_ Retirement
- \_\_\_\_\_ Salary

\_\_\_\_\_ Working conditions (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Discrimination (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If there should be an available position at UT in the future that is compatible with your interests and for which you are qualified, would you consider reapplying?

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3. Please list any additional comments which you think are helpful.

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In an effort to improve personnel practices and procedures within individual departments and throughout the University, this office may share summary information (no individual names) of exit interview questionnaire answers and remarks to the respective departments.

If you are mailing the completed form, please return completed form to:

The University of Tennessee  
Human Resources / Employee Relations  
232 Conference Center Building  
600 Henley Street  
Knoxville, TN 37996-4125  
(865) 974-6018

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Terminating employee's signature

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Date