Dear University of Utah Employee,

As you prepare to leave the University of Utah, we want to provide some information to you and ask for your assistance. This packet contains valuable information that is divided into two sections. First, the Checklist will provide you with answers to a number of questions that you might have at this time, as well as pertinent information on your University benefits and retirement options.

The second section of this packet consists of an Exit Survey, designed to obtain feedback from departing employees to help us improve the work environment at the University. By participating in the Exit Survey, you provide an invaluable source of information to measure our success in reaching this goal. Human Resources employees will review and summarize your feedback, and provide the information gained from numerous Exit Surveys to the management of your former department. The information you provide is confidential and your name and specific responses will not be revealed to your supervisor or department. Your honesty is greatly appreciated and your opinions valued. If there is a particular item you do not feel comfortable responding to, leave it blank and go on to the next item. We do ask, however, that you try to complete all items.

Should you have any questions about the Exit Survey process, please feel free to call the Department of Employment Services 801 585-3165. We wish you success in your future pursuits.

Sincerely,

Jeff Herring
Chief Human Resources Officer
CHECKLIST FOR EXITING EMPLOYEES

☐ Parking Permit
If you have a payroll deduction for your parking permit, you must return the permit to Parking Services to stop further deductions. Contact Parking Services at 801-581-6415 for more information.

☐ Keys/ID Card/University Property
Prior to your separation date, you will need to provide your supervisor with your staff ID card and any University property that is in your possession, including keys, equipment, etc.

☐ Employee Benefits
For information regarding cancellation and continuation of your employee benefits, please visit:

http://www.hr.utah.edu/forms/lib/SeparationInfoSheet.pdf

If you have questions or need additional information, please contact the Service Team at 801 585-3165.
Department: ____________________________  Supervisor: ____________________________

Years worked at U: ________________

I – Reasons for leaving your current position

Mark each statement below that strongly influenced your reason(s) to leave your current position. Please use a pen or pencil to fill in the ovals. Leave blank those items that had little or no influence on your decision to leave.

   O Better benefits  4. O Family responsibilities  8. O Relations with coworker(s)  
   O More career opportunities  5. O Further my education  9. O Relations with supervisor  
   O Better job match with skills

Please write in the main reason why you are leaving your current position: ____________________________

Other comments: 

II – Please rate the following statements as:

Agree (A)  Somewhat Agree (SA)  Somewhat Disagree (SD)  Disagree (D)  Not Applicable (NA)  

<table>
<thead>
<tr>
<th>Statement</th>
<th>A</th>
<th>SA</th>
<th>SD</th>
<th>D</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I was provided with a good orientation to the job/department.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. My supervisor was available when I needed help.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. I received necessary training to do my job well.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. I would recommend my department as a good place to work.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. Generally speaking, I got along well with my coworkers.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. I received useful feedback about my performance from my supervisor.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. I was made aware of promotional opportunities.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>8. I would recommend the U as a good place to work.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>9. My supervisor communicated well with me.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>
10. My work accomplishments were recognized........................................O O O O O
11. Work performance standards were applied fairly to me ......................O O O O O
12. The department communicated well with all employees ......................O O O O O
13. I received adequate resources and support to perform my job...............O O O O O
14. I had the opportunity to start/continue/further my education...............O O O O O
15. My performance evaluations were conducted fairly..........................O O O O O
16. My department provided job-related training ...................................O O O O O
17. My department followed and enforced health and safety guidelines ........O O O O O
18. I was satisfied with the service I received from Human Resources ........O O O O O

Other comments:
________________________________________________________________________
________________________________________________________________________

III – What did you like best about working at the U? ____________________________
________________________________________________________________________
________________________________________________________________________

IV – What did you like the least about working at the U? ______________________
________________________________________________________________________
________________________________________________________________________

V – What is one specific thing that could have been done to retain you at the U?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
VI – What suggestions can you give that would make the U a better place to work?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

VII – How did you find out about your new position? ________________________________

________________________________________________________________________________________

VIII – Please mention any employee or manager at the U who you feel is an outstanding employee:

________________________________________________________________________________________

IX – If you wish to talk with someone from Human Resources to discuss your comments in more detail, please list below how we may best contact you. Or you may contact the Department of Employee Relations at 581-5469 to schedule an appointment.

Name: ________________________________________________________________________________

Telephone: ___________________________________________________________________________

Address: ______________________________________________________________________________

E-mail: ________________________________________________________________________________

Thank you for participating in the Exit Survey and telling us about your experience at the University of Utah. Please place the survey in the attached envelope and place it in any campus mailbox. If you downloaded the Exit Survey from the web, place it in a campus envelope, marked ‘Employee Relations, 420 Wakara Way’ and place it in any campus mailbox. Good luck in your future endeavors!
Overview
The Exit Survey process is one that begins when an employee resigns from his/her current position at the University. Each employee is asked to provide feedback on their supervisor, their department and the University. As you know, it takes a lot of time, money and energy to recruit, hire and train a new employee. It is our intention that the Exit Survey will help to retain employees. That is to say, as we work toward enhancing employee satisfaction, the more likely those employees will choose to remain in their current position.

Supervisory Responsibilities
Your role in the Exit Survey process is satisfied in two simple steps: 1) Whenever an employee notifies you that he/she is resigning (either verbally or written), you 1) prepare an Acceptance of Resignation letter, and 2) give the Acceptance letter along with the Exit Survey Packet to the employee (attached on opposite side). Assure your employee(s) that you will not see their Exit Survey, so they should be encouraged to be as honest as possible.

Employee Responsibilities
Once you provide your employee with the Exit Survey Packet, your responsibilities end. The employee will then be responsible for completing the Exit Survey and returning it in the envelope enclosed in the packet. If your employee has questions that you cannot answer, encourage them to contact the Department of Employee Relations at 581-5469.

Information Dissemination
The information gathered from the Exit Survey is confidential. Human Resources will compile the information and provide feedback to the department in aggregate form, so that individual comments cannot be tracked. At least three (3) employee exit surveys will need to be completed before the information will be given to departments. This is done to protect confidentiality. The information will be sent to the Dean, Director, or Department Head of each unit on a quarterly basis. The Dean, Director, or Department Head will then be responsible for disseminating the information.

Interpreting the Information
We (Human Resources) will be available upon request to assist you in interpreting the information gained from the Exit Survey. If needed, we can also work with you to create strategies to overcome any weaknesses that were identified by the Exit Survey.

Benefits
The Exit Survey will help you pinpoint any strengths and/or weaknesses that exist, from an employee’s point of view, in a supervisor and/or department. Armed with that knowledge, you can then begin to change practices in your supervisory style or department management to overcome identified weaknesses. The results of the Exit Survey process will help the supervisor/department/University retain more employees, as they become more satisfied with their work life at the University of Utah.

Re-ordering
As you notice that you are running low on Exit Survey Packets, simply give your HR Generalist a call. He/she will provide you with the needed Packets. You can also download the Exit Survey Packet on the web at http://www.med.Utah.Edu/hr/forms/forms.htm#comforms and click on ‘Exit Survey Packet.’