

SARPY COUNTY EXIT QUESTIONNAIRE

This form will be placed in your Personnel File, and a copy sent to Department Head/Official

Name (please print): _____ Position Title: _____

Supervisor's Name: _____ Supervisor's Title: _____

Date of Hire: _____ Last Date of Employ: _____

1. When you were first employed by the County, were the duties and responsibilities of your job clearly explained to you? _____ Yes _____ No

If your answer is NO, please explain: _____

2. If you have voluntarily resigned, please summarize the reasons behind your decision:

3. If you have accepted another position, will you be performing the same type of work?
_____ Yes _____ No

4. If you have accepted another position, does it offer you (check all that apply):
_____ better hours _____ more opportunities for advancement
_____ higher pay _____ return to a former trade
_____ less strenuous work _____ other _____

5. What did you like most about your job or department?

6. a) What did you like least about your job or department? b) What would you change about your job?
a) _____
b) _____

7. Did you feel your efforts made an important contribution to the department and county operation?
_____ almost always _____ sometimes _____ seldom _____ never

8. Were you kept informed of changes in departmental and County policies and practices?
_____ Yes _____ No

9. What would you recommend to help us create a better workplace?

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9. Was the amount of work you were expected to do.....

- _____ Too much for one person.
- _____ Occasionally heavy, but about right most of the time.
- _____ Just right. Not underworked or overworked.
- _____ Not enough. Did not fully utilize time.

10. How would you rate the County on each of the following points?

	Excellent	Good	Poor
Fair and equal treatment by management			
Recognizing good job performance			
Resolving complaints and problems			
On the job training			
Wage or salary level			
Wage or salary increases received			
Fringe benefits			
Opportunities for career advancement			
Access to information needed to do job			
Management responsive to your ideas			
Other (specify)			

11. What are the key qualities and skills we should seek in your replacement?

12. Please feel free to make any additional comments:

Signature

Date

**PLEASE RETURN TO THE HUMAN RESOURCES DEPARTMENT:
1261 Golden Gate Drive, Suite 4E
Papillion, NE 68046**