

SELECTION TOOL KIT

EXIT INTERVIEW QUESTIONNAIRE

BEST PRACTICES:

- Not all of these questions are applicable for every exit, please work with department head and executive pastor to determine comprehensive level.
- Sometimes, it's best to send questions in advance for person to reply to in written form and bring to meeting for in person discussion.
- Those involved with exit interview will be directed by Executive Pastor in consultation with SRT. Please check with Executive Pastor.

Your opinions concerning your employment are of value to us, and your response will enable us to develop policies and practices that reflect the needs of our employees.

1. What are your reasons for leaving?

2. What steps might have been taken that would have prevented you from leaving?

3. Have you secured another job? If yes, how does it compare to the one you are leaving?

4. When you started your job at Brentwood Baptist, were you informed of your duties, hours of work, pay rate, immediate supervisor?

5. Were the church's goals and objectives explained to you? Yes No

6. What suggestions or comments do you have for improvements?

If you need more space, use a separate piece of paper. Be sure to write the number of the question you are answering.

EXIT INTERVIEW QUESTIONNAIRE

JOB

1. To what degree did you have the opportunity to use your skills in this position?

2. Do you feel you were adequately recognized for the work you performed?

3. Do you feel you contributed to the church's goals and objectives? Why, or why not?

4. In a typical week, describe your workload expectations. Were they reasonable or did you feel overworked?

5. When necessary, were you allowed the correct amount of overtime to complete assignments?

6. Were proper authority and responsibility delegated to your position?

7. Do you believe you received fair pay for the work which you performed?

SELECTION TOOL KIT

EXIT INTERVIEW QUESTIONNAIRE

YOUR SUPERVISOR AND CO-WORKERS

1. Did you and your supervisor have a productive working relationship?

2. Was your supervisor willing to discuss your needs or problems?

3. Was your supervisor interested in your career development?

4. Did your supervisor regularly review your performance?

5. Were your co-workers friendly?

6. Were your co-workers cooperative?

EXIT INTERVIEW QUESTIONNAIRE

COMMUNICATIONS, POLICIES AND PRACTICES

1. Do you feel church leadership is interested in the welfare and satisfaction of our employees?

2. Do you feel you were kept properly informed about ministry policies and developments?

3. Was the salary review process adequately explained to you?

4. Was the performance evaluation program effective?

SELECTION TOOL KIT

EXIT INTERVIEW QUESTIONNAIRE

WORKING CONDITIONS AND BENEFITS

1. Were your physical working conditions appropriate?

2. Were career development opportunities provided?

3. Do you feel there were promotion opportunities?

4. Do you feel your ideas for improvement were heard / well received?

5. Were you satisfied with employee benefits such as sick leave, vacation, retirement plan, medical plan, etc.?

6. Were you satisfied with Brentwood Baptist as a place to work?

7. If a friend of yours were looking for a job, would you recommend that he/she apply for work here?

Date _____

Employee Name/Signature _____

Position/Title _____

Human Resources/or Supervisor Name/Signature _____

Staff Resource Team Member name/signature _____