



**POTOMAC CONFERENCE CORPORATION**

**Human Resources**

606 Greenville Avenue, Staunton, VA 24401

Office (540) 886-0771 | Fax (540) 904-0722

<http://www.pcsda.org>

**EXIT INTERVIEW QUESTIONNAIRE**

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Type of Employment Departure:**

\_\_\_ New Denominational Employer    If so, where? \_\_\_\_\_

\_\_\_ Retirement

\_\_\_ Non-Denominational Employer

**Separation Date from Potomac Conference:** \_\_\_\_\_

**New Contact Information (To send W-2)**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_    **Email:** \_\_\_\_\_

*Below are questions which we would like for you to complete. Your willingness to provide open and honest feedback based on your experiences as a Potomac Conference employee is greatly appreciated. Your responses will help us know which areas our Conference needs to focus on to improve and increase employee satisfaction. Your responses will be kept confidential and only shared with Conference personnel in a "need-to-know" job function.*

**Identify any factors which influenced your decision to leave Potomac Conference (check all that apply):**

- \_\_\_ Better job opportunity      \_\_\_ Better work environment      \_\_\_ Better career growth
- \_\_\_ Better salary                \_\_\_ Better employee benefits      \_\_\_ Self-employment
- \_\_\_ Supervision/supervisor      \_\_\_ Conference policies/practices      \_\_\_ Interpersonal relationships
- \_\_\_ Attend School                \_\_\_ Personal/Family circumstances      \_\_\_ Physical condition/illness
- \_\_\_ Desire to travel

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What did you like most about your position?** \_\_\_\_\_

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**What was challenging about your position?** \_\_\_\_\_

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**How well did your position utilize your knowledge, skills and abilities?**

Low/Minimal       Good/Average       High/Excellent

Please explain: \_\_\_\_\_

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**Indicate your impression of your workload?**

Light/Too Low       Moderate/Average       Excessive/Too High

Please explain: \_\_\_\_\_

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**How much value or appreciation was given for your work and contributions?**

Low/Minimal       Good/Average       High/Excellent

Please explain: \_\_\_\_\_

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**How useful was your original orientation (if any)?**

Low/Minimal       Good/Average       High/Excellent

Please explain: \_\_\_\_\_

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**Did you feel free to express your ideas or opinions?**       Yes       No

Please explain: \_\_\_\_\_

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**Were Potomac Conference policies explained to you?**       Yes       No

Please explain: \_\_\_\_\_

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**Were your job duties explained to you at the start of employment?**     Yes             No

Please explain: \_\_\_\_\_

\_\_\_\_\_

**Did you consider the compensation fair and adequate?**                     Yes             No

Please explain: \_\_\_\_\_

\_\_\_\_\_

**Was the New Hire Employee Orientation useful (if applicable)?**

Very Useful     Average     Not Useful     Did not attend an Orientation

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Were you a Locally Funded (Hired) Employee?**     Yes             No

**What recommendations would you suggest to increase employee satisfaction?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Would you consider the possibility of employment with the Potomac Conference in the future?**

Yes             Possibly             No

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Thank you for taking time to complete this questionnaire. We value your honesty and will take your opinions under advisement as we look to continuously improve the employment conditions, satisfaction and overall employee experience.*