



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 | ___ Other | |

Comments: _____

What did you like most about your position? _____

What was challenging about your position? _____

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

Low/Minimal Good/Average High/Excellent

Please explain: _____

Indicate your impression of your workload?

Light/Too Low Moderate/Average Excessive/Too High

Please explain: _____

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

Low/Minimal Good/Average High/Excellent

Please explain: _____

How useful was your original orientation (if any)?

Low/Minimal Good/Average High/Excellent

Please explain: _____

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

Please explain: _____

Were Potomac Conference policies explained to you? Yes No

Please explain: _____

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.