

# MSU Extension – Exit Interview Questionnaire

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

Name of Person Conducting Exit Interview: \_\_\_\_\_

Date of Exit Interview: \_\_\_\_\_

**Does the employee give permission for an interview summary to be provided to the necessary parties?**

(Summary will be provided after employee's last day).

Yes  No

This form may be completed by the Supervisor, District Director, Institute Director, or with MSU Extension Human Resources, as the employee prefers, at the time of separation from the organization. If the employee prefers to complete the exit interview with a member of the MSUE HR team, please have the individual call 517-353-9108 to set up an appointment.

1. Why have you decided to leave MSU Extension?
2. If it is due to concerns, have you shared those with anyone in Extension prior to deciding to leave? With whom? What was the response?
3. Was a single event responsible for your decision to leave?
4. What does your new employer offer that encouraged you to accept their offer and leave MSU Extension?
5. The quality of supervision is important to most people at work. How was your relationship with your supervisor/manager?
6. What did you find challenging about your job? And what do you think we can do to correct this in the future?

7. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?
  
8. Do you recall whether your job responsibilities were characterized correctly during the interview process and first weeks of employment?
  
9. Did you have clear goals and know what was expected of you in your job?
  
10. Did you receive adequate feedback about your performance day-to-day and during the annual review process?
  
11. What would you recommend to help us create a better workplace?
  
12. Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better employer?

**Send completed form to MSUE HR at:**

MSUE Human Resources  
Justin S. Morrill Hall of Agriculture  
446 W Circle Drive, Room 408  
East Lansing, MI 48824-1039  
517-353-9108; [msue.hr@msu.edu](mailto:msue.hr@msu.edu)