

**Department of Employee Relations  
City of Milwaukee  
Employee Exit Interview Questionnaire**

*Your feedback about your City of Milwaukee experience is important to us. Your individual responses are treated confidentially and will not become part of your personnel file. The information you provide is of vital importance and will assist in analyzing our employment practices and their impact upon employee retention and turnover. Thank you for your cooperation.*

Name:	Employment Date:
Department/Division:	Separation Date:
Position:	

**Please check the ONE option that most clearly identifies what prompted you to leave City employment or seek alternate employment.**

<input type="checkbox"/> I <b>Dislike the Type of Work.</b>	<input type="checkbox"/> I did not get along with my <b>Supervisor/ Manager.</b>
<input type="checkbox"/> The <b>Compensation</b> is not competitive (I was offered a higher base salary by another employer).	<input type="checkbox"/> The <b>Working Conditions</b> were unsafe or unfair.
<input type="checkbox"/> The <b>Job Security</b> is not adequate.	<input type="checkbox"/> My <b>Family Circumstances</b> preclude me from working in my job at this time.
<input type="checkbox"/> The <b>Organizational Culture</b> is not supportive of me and/or my work.	<input type="checkbox"/> I have been offered a position that allows me better <b>Opportunities for Career Advancement.</b>
<input type="checkbox"/> The <b>Quantity of Work</b> is too great/not enough (circle one).	<input type="checkbox"/> I need more <b>Flexible Work Hours</b> than I can be provided in my job with the City.
<input type="checkbox"/> I wanted a <b>Career Change</b> to a field that is not available at the City.	<input type="checkbox"/> I am <b>retiring.</b>
<input type="checkbox"/> I am <b>Pursuing a Degree</b> and cannot continue to work in my position while doing so.	<input type="checkbox"/> Other:

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

**Before making your decision to leave, did you pursue other employment within your department or the City in general?**

Yes    No      If "yes", describe the outcome: \_\_\_\_\_

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**Section 1: The job and job satisfaction**

**What led you to accept your current position within the City?** \_\_\_\_\_

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**Were the expectations regarding your performance and job responsibilities made clear to you by your supervisor when you were hired/promoted into your current position? YES \_\_\_\_\_ NO \_\_\_\_\_** If no, please explain: \_\_\_\_\_

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**What did you like most about your job and/or working for the City?**

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**What did you like least about your job and/or working for the City?**

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**Was the job a good fit for your talents and skills? YES \_\_\_\_\_ NO \_\_\_\_\_**

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

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**Was it clear how your job aligned with the mission/vision of the City? YES \_\_\_\_\_ NO \_\_\_\_\_**

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

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**Was your workload usually:**

- Too great
- Varied, but all right
- About right
- Too light

**Was the workload in your section distributed fairly? YES \_\_\_\_\_ NO \_\_\_\_\_**

**What were the positive aspects of your job, manager and/or the City that caused you to stay as long as you did?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 2: The Department**

<b>Please assess the practices within your department.</b>				
	<b>Almost Always</b>	<b>Sometimes</b>	<b>Never</b>	<b>Comments (optional)</b>
My managers demonstrate fair and equal treatment				
My managers provide recognition for a job well done				
My managers encourage cooperation and teamwork				
My managers listen and welcome employee suggestions				
My managers resolve complaints and problems				
My managers follow policies and practices				
My managers are committed to effective customer service				
My managers are committed to quality and excellence				
My manager contributed to my professional development				
My managers support work/life balance				
My managers make safety a priority				

The internal communication in my department is effective and timely				
The communication between my manager(s) and me is open and respectful				
I have input in decisions that affect me and my work				
There are varied and relevant opportunities for training and development				
There are opportunities for growth in my position				

**How frequently did you receive performance feedback from your supervisor?**

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**Section 3: The City as an Employer**

**How did you feel about your salary and the employee benefits?**

	Excellent	Good	Fair	Poor	Comments (optional)
Base Salary					
Medical Insurance Plan					
Dental Insurance Plan					
Pension					
Life Insurance					
Vacation					
Tuition Benefit					
Sick Leave Benefit					

	Excellent	Good	Fair	Poor	Comments (optional)
Deferred Compensation					
Flexible Choices					
LTD Plan					
Wellness Program					
Work/Life Balance					
Other:					

**Are there any other benefits you feel should have been offered?**

Yes    No   If yes, what? \_\_\_\_\_

**Are the wages for your new position:**  Better    About the same    Less than what you earned with the City of Milwaukee?

**Are the benefits with your new position:**  Better    About the same    Less than those offered by the City of Milwaukee?

**Any other comments regarding benefits?** \_\_\_\_\_

**What does your new job offer that your job with the City does not?**

\_\_\_\_\_

\_\_\_\_\_

**Why is the new job/company better?**

\_\_\_\_\_

\_\_\_\_\_

**What would you suggest to management to make the City a better place to work?** \_\_\_\_\_

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**What, if anything, could have been done to prevent you from leaving?** \_\_\_\_\_

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**Additional comments about your job or City employment.**

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**Gender** (please check one):  MALE  FEMALE

**Race** (please check one):

- Black / African American (not of Hispanic origin)
- Hispanic / Chicano / Puerto Rican / Mexican / Cuban / Central or South American
- White / Caucasian / European / North African / Middle Eastern
- Native American Indian / Alaskan Native
- Asian American / Pacific Islander / Far Eastern / Indian Subcontinent or Southeastern Asian (i.e. China, Japan, Korea, Philippine Islands, Samoa)

**Would you be interested in discussing your responses further with an employee from the Department of Employee Relations?**  YES  NO