



Prince William County

EXIT INTERVIEW SURVEY FOR SEPARATING EMPLOYEES

Thank you for your service with Prince William County. You are invited to share your input with us. Your opinion and assistance are valuable to us. Responses are optional, however we believe this information is of vital importance and will assist in analyzing our employee retention and turnover. We ask that you be honest and fair with your responses. All information obtained from this interview will be handled in a CONFIDENTIAL manner.

Name _____

Start Date: ____/____/____

Department: _____

Separation Date: ____/____/____

Position: _____

Supervisor: _____

Interviewer (if applicable): _____

1. Please select which best captures your reason for leaving Prince William County Government?

Seeking a career change
Compensation
Retirement
Career Advancement

Work Conditions
Supervisor
Lack of recognition
Position Elimination

Commuting Distance
Relocation
Family Circumstance
Other

2. Would you refer a friend/family/colleague for employment opportunities with Prince William County Government? Yes No

3. Rate your supervisor and/or the supervision provided with regard to the following:

	Almost Always	Sometimes	Never
Demonstrated fair and equal treatment			
Performance standards were clearly communicated			
Performance expectations were attainable			
Tools and resources were made available			
Facilitated effective communication channels			
Encouraged/listened to suggestion/ concerns			
Resolved complaints and problems			
Provided recognition on the job			
Followed policies and practices			
Developed cooperation and teamwork			
Provided performance feedback			
Discussed your career goals			

EXIT INTERVIEW FORM (PAGE 2)

4. How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor	Choose not to answer
Workload					
Job Satisfaction					
Growth Potential					
Training you received					
Morale in Your department					
Cooperation within your department					
Communications between you and your supervisor					
Communications in your department					
Communications within the County as a whole					

5. How did you feel about your salary and benefits?

	Excellent	Good	Fair	Poor	Choose not to answer
Base Salary					
VRS Retirement Plan					
MPP/401a Plan					
457 Plan					
Medical Plan					
Dental Plan					
Vision Plan					
Leave/paid time off					
Life Insurance					

6. Any other comments on Benefits?

EXIT INTERVIEW FORM (PAGE 3)

7. If applicable, did you explore other internal options/alternatives prior to making the decision to leave Prince William County Government? Yes No Not Applicable

You may provide additional comments below if applicable:

8. What did you like most about your job and/or the County?

9. What did you like least about your job and/or the County?

10. Do you have any suggestions for improvement or any additional comments you wish to share?

Please return this survey by email to hr@pwcgov.org.

Information will be shared with designated staff in the Office of EEO & Diversity and Human Resources, and the Department Director, if applicable.