

Staff Exit Survey

Upon notification of an employee separating from The University of New Mexico, Human Resources invites the separating employee to complete an Exit Survey. These surveys enable UNM to analyze trends and effect positive change. See below for a list of the questions on the current Exit Survey. For more information regarding the Exit Survey, please visit the [Employment Knowledge Base](#).

Section 1 - Select all that apply.

1. Why are you leaving the University?
 - a. Personal Reasons. Unrelated to UNM
 - b. Benefits
 - c. Work Environment/Culture
 - d. Compensation (pay)
 - e. Quality of Supervision
 - f. Skills Not Being Fully Utilized
 - g. Limited Advancement Opportunity
 - h. Limited Training Opportunity
 - i. Other
2. What attracted you to your new company/position?
 - a. Benefits
 - b. Work Environment/Culture
 - c. Compensation (pay)
 - d. Better Utilization of Skills
 - e. Advancement Opportunity
 - f. Training Opportunity
 - g. Other
3. I would recommend the University as a good place to work because of the following:
 - a. Health Benefits
 - b. Work Environment/Culture
 - c. Compensation (pay)
 - d. Quality of Supervision
 - e. Skills Appropriately Utilized
 - f. Advancement Opportunity
 - g. Training Opportunity
 - h. Annual and Sick Leave
 - i. Paid Holidays
 - j. Other

Section 2 – Indicate Strongly Agree, Slightly Agree, Slightly Disagree, Strongly Disagree for each statement:

4. To what extent were the following topics addressed by your manager or supervisor?
 - a. You knew what was expected of you.
 - b. Your job responsibilities were characterized correctly during the interview process and orientation?
 - c. You had the proper tools, resources, and conditions needed in order to perform your job effectively.
 - d. You understood how your job fit into the mission of your department.
 - e. You were supported in a way that gave you an opportunity to do your best.
 - f. You received praise or recognition in the last month.
 - g. Your manager or supervisor has done something to show they care for you as a person.
 - h. Your development was encouraged.
 - i. You felt your opinion counted.
 - j. You had a mentor at work (either formal or informal).
 - k. In the last 6 months, your progress was discussed with you.
 - l. You had opportunities to learn and grow this year.
 - m. Employee problems and complaints were resolved fairly and promptly in your department.

5. You were kept well informed about UNM, its policies and procedures, and other important information.

6. If you had questions or concerns...
 - a. You felt comfortable speaking with your immediate supervisor.
 - b. You felt comfortable speaking with upper management within your department.
 - c. You felt comfortable speaking with Human Resources.

Section 3 - Answer the following:

7. What are your views about management and leadership in the department or college? Please explain.

8. Overall, was your experience at UNM positive?
 - a. What suggestions do you have for us?

9. Please list anything else you would like to include:

10. May Human Resources contact you for additional information if needed?