



Metropolitan Transportation Authority

EXIT INTERVIEW FORM

Name _____ Supervisor/Manager _____

Title _____ Department/Division _____

Date of Hire _____ Separation Date _____

BSC ID _____

TYPE OF SEPARATION: Resignation or Retirement or Transfer (circle one)

UNION-REPRESENTED: Yes or No (circle one).

If yes, please indicate which union _____

PURPOSE: The purpose of this exit interview is to gain helpful feedback from departing employees to improve aspects of the organization, better retain employees, and to understand the underlying causes of turnover.

INSTRUCTIONS FOR INTERVIEWER: Read each question and answer aloud to the participant. Ask for additional comments and encourage the participant to elaborate on their selected answer.

1. The job duties and responsibilities outlined by my job description were consistent with my daily job duties and responsibilities (position)

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

2. My work gave me a feeling of personal and professional accomplishment (position).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

3. I was encouraged to seek out training and development opportunities to perform my job effectively (training)

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

4. The training and development opportunities I had were sufficient to perform my job effectively (training/development).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

5. I felt comfortable asking questions, expressing my concerns, and speaking with my immediate supervisor (leadership).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

6. I felt comfortable asking questions, expressing my concerns, and speaking with senior leadership (leadership).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

7. I felt like a valuable contributor and member of the department (satisfaction).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

8. I was recognized for my work products and performance on the job (satisfaction).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

9. I regularly received performance evaluations that were conducted fairly and openly (Non-Represented Employees only) (development).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

10. I regularly received feedback from my supervisors that helped improve my performance (development).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

11. I had collaborative, positive and overall healthy working relationships with my colleagues and co-workers (camaraderie).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

12. There was sufficient opportunity for advancement and upward mobility at the MTA HQ (advancement/growth).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

13. I would recommend the MTA HQ as a good place to work (environment/culture).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

14. I would consider returning to the MTA HQ (satisfaction).

<input type="radio"/> Strongly Agree	<input type="radio"/> Agree	<input type="radio"/> Disagree	<input type="radio"/> Strongly Disagree
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Comments _____

TOTAL COMPENSATION RATINGS

15. Medical/Health Benefits at the MTA HQ were...

<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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Comments _____

16. Retirement Plan Options at the MTA HQ were...

<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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Comments _____

17. The Salary Program at the MTA HQ was...

<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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Comments _____

18. Paid Time Off (Vacation, Sick, Personal, Holidays, etc.) at the MTA HQ was...

<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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Comments _____

19. What is the major reason for you leaving MTA HQ?

- Promotional Opportunity (more money)
- Same level of Responsibility (more money)
- Lateral Responsibility (same salary)
- No Opportunity for Advancement
- Career/Industry Change
- Relocated
- Dissatisfied with Job
- Dissatisfied with Company/Environment
- Retirement
- Other

Comments: _____

20. What could have been done to prevent you from leaving MTA HQ?

21. What did you value most while you were here at MTA HQ?

22. What changes or constructive suggestions would you recommend to improve the work environment within MTA HQ?

Interviewer Summary:

Interviewer Name & Signature

Interview Date