

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.810
dated December 1990.

August 1997

SEPARATION FROM SERVICE

A9.810 PERSONNEL EXIT QUESTIONNAIRES

1. Purpose

To promulgate procedures for the collection of information from resigning University personnel.

2. Objective

To provide procedures for the collection of employee exit data.

3. Applicability/Responsibility

This instruction is to be used for all Board of Regents and Civil Service employees who resign from the University.

4. Procedures

Procedures for the collection and reporting of personnel exit information are as follows:

- a. Upon notification that an employee plans to resign from the University, the Chief Executive Campus Officer or official designee shall ask each resigning employee to complete an exit questionnaire (see Attachment 1).
- b. The College/School/Departmental Administrative/Personnel representative shall complete Part I of the questionnaire before the employee is asked to complete Part II.

The College/School/Departmental Administrative/Personnel representative shall also provide the employee with a pre-printed envelope suitable for campus mailing in which to return the completed questionnaire directly to the Office of Human Resources. The envelope should be addressed to the:

University of Hawai'i
2440 Campus Road
Post Office Building
Honolulu, Hawai'i 96822

Attn: System Support and Analysis Section

If an exit interview is conducted and the employee declines to complete the questionnaire, the interviewer should complete Part II of the questionnaire based on the information provided by the resigning employee. The completed questionnaire should be sent to the above address.

- c. The Office of Human Resources will review the submitted exit questionnaires and bring to the attention of the appropriate Chief Executive Campus Officer or official designee any required follow-up or corrective action.
- d. The Office of Human Resources shall provide staff services to the Office of the President for the collection and analysis of the data and the compilation of a fiscal year end report to the Board of Regents.

PERSONNEL EXIT QUESTIONNAIRE
For Resignations Only

To resigning employee:

We would appreciate your assistance in completing this questionnaire. Although your participation in this data gathering exercise is voluntary, we value your input and appreciate your taking the time to respond to and return this questionnaire. To maintain the confidentiality of your responses, no names will be released. However, in order to be responsive to identified areas for improvement, the questionnaire may be referred to the appropriate Chief Executive Campus Officer or official designee for any required follow-up or corrective action.

A pre-addressed envelope should have been provided to you by your College/School/Departmental Administrative/Personnel Officer in which you may mail the completed form directly to the Office of Human Resources via campus mail. Thank you in advance for your cooperation.

PART I

To be completed by the College/School/Departmental Administrative/Personnel Officer:

1. Division or College _____
2. Department _____
3. Employee's
 - a) Last four digits of SSN _____
(to be used to verify against year-end resignation reports)
 - b) Pay Range/Rank & Step (e.g., I5-6R) _____
 - c) Annual Salary _____
 - d) FTE _____
 - e) Funding Type (e.g., G, F, R, etc.) _____
 - f) Length of continuous employment with the University of Hawai'i
(include employment from all units within the UH System)
_____ Years & _____ Months
 - 9) Resignation Date _____
 - h) Did the employee earn tenure, job security, or permanent status?
(circle one)
Yes No Not Applicable

Please turn over to continue PART II.

PART II

To be completed by the resigning employee

1. Are you leaving the University to accept another position?
☐ Yes
☐ No
2. If you are leaving to accept another position, is the position:
(check one below)
☐ with another college or university
☐ with another State or County government agency
☐ with a federal government agency
☐ self-employment
☐ with a private company
☐ with a non-profit agency, including church-related groups
☐ other: _____
3. What are the major reasons for your leaving the University? Please try to limit your reasons to no more than 5. In our analysis, all of your responses will be weighted equally.

☐ a. UH job did not meet expectations
☐ b. received poor or inadequate supervision
☐ c. seeking a better paying job
☐ d. seeking a job in an area where the cost of living/housing is lower than in Hawai'i
☐ e. seeking a more challenging position
☐ f. seeking a position with more opportunities for advancement
☐ g. seeking a job with better physical working conditions
☐ h. seeking a job with better fringe benefits
☐ i. a full-time job
☐ j. seeking a permanent or tenure track position
☐ k. seeking a job that is closer to home
☐ l. seeking a career change
☐ m. desire to return to school
☐ n. desire to relocate, including relocation because of spouse's job change
☐ o. personal health or health of a family member
☐ p. other: (please explain)
4. Do you have any comments on your departure from the University of Hawai'i? If so, please use the space below or attach additional pages as needed.

THANK YOU. Please mail your completed form to:

University of Hawai'i
2440 Campus Road
Post Office Building
Honolulu, Hawai'i 96822

Attn: System Support and Analysis Section