



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Exit Interview Form

Employee Name: _____

Classification: _____

College Supervisor: _____

Date of Hire/Reinstatement: _____ Date of Resignation: _____

1. What is your reason for leaving the district/college/site? _____

2. Were the following benefits satisfactory or unsatisfactory?

| | Satisfactory | Unsatisfactory |
|---------------------|--------------|----------------|
| A. Health insurance | _____ | _____ |
| B. Dental insurance | _____ | _____ |
| C. Vacation time | _____ | _____ |
| D. Sick leave time | _____ | _____ |
| E. Personal leave | _____ | _____ |

3. Did you feel your salary was comparable to others in your field? Yes No

4. Have you accepted another job? Yes No

A. If yes, what is the company's name? _____

B. How does the starting salary on your new job compare with your salary here?
Higher Approximately equal Lower

5. Please rate your supervision received, on the following points:

| | Almost | Always | Usually | Sometimes | Never |
|---|--------|--------|---------|-----------|-------|
| A. Followed policies and practices | _____ | _____ | _____ | _____ | _____ |
| B. Demonstrated firm and equal treatment | _____ | _____ | _____ | _____ | _____ |
| C. Provided recognition | _____ | _____ | _____ | _____ | _____ |
| D. Developed cooperation | _____ | _____ | _____ | _____ | _____ |
| E. Resolved complaints, grievances and problems | _____ | _____ | _____ | _____ | _____ |

6. Was your workload usually: Too great Too light About right

7. What suggestions do you have for improving the Ventura County Community College District?





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CHECK-OFF LIST

| Item | Description (Key #, tag # of the equipment, etc.) | Date Returned |
|--|---|---------------|
| Key(s) | | |
| Cell phone, pager, etc. | | |
| VCCCD credit card | | |
| IT Department clearance for: <ul style="list-style-type: none"> • Banner/LotusNotes • FAX machine • Palm Pilot or other PDA • Desktop computer • Laptop computer • Printer • Online service subscription paid by DAC • DSL or cable modem line paid by DAC • Other IT equipment: _____ _____ | | |
| Other | | |

Interview conducted by: _____ Date: _____

Please return to the DAC HR Department: 255 W. Stanley Ave. Ste. 150, Ventura, CA 93001

