WHEN LEAVING THE UNIVERSITY

When we are making major changes in our lives, such as moving to another location or changing jobs, it is easy to forget to return University keys and property. Therefore, the university has designed the following checklist to assist employees in clearing their obligations.

WHAT YOU NEED TO DO:

1. Simply take whatever action is needed to make certain that either all items on the list below have been returned or that appropriate action has been taken to clear your obligations to the University.
   - Department equipment and materials have been returned.
   - Keys and ID card have been turned into the Key Shop.
   - Parking citations have been paid.
   - Outstanding payroll obligations have been paid. Contact payroll at extension 2325 for questions.
   - Library/media materials have been returned.
   - Grades have been turned in.
   - Separation/leave without pay options have been discussed with Benefits Office at extension 2488.
   - Travel obligations have been met.
   - Telephone Services has been notified of separation (ext. 2247).

2. When the checklist is complete, please contact the Payroll Office at extension 2325. They will verify that all obligations have been met and arrange for your final paycheck to be issued. Please also be sure to provide a forwarding address.
EXIT SURVEY

INSTRUCTIONS: Please complete and return this survey to the Division of Human Resources Office, 314 Showalter Hall

Department:

Job

Did you feel you were under or over-qualified for your position, based on your training and experience?


Did you feel your job was important to your area or the institution?


Did you feel your position met your expectations? If not, why?


Did you feel you were making progress in your position?


Did you like your work environment (hours, space, equipment, etc.)?


Did you feel there was opportunity for advancement?


Did you feel secure in your job?


Benefits/Salary

Did you feel you received an adequate orientation for your position?

________________________________________________________________________

________________________________________________________________________

Did you feel your salary was adequate for your position?

________________________________________________________________________

________________________________________________________________________

Did you feel the fringe benefits were adequate? If not, why?

________________________________________________________________________

________________________________________________________________________

Did you feel the leave benefits and allowances were fair?

________________________________________________________________________

________________________________________________________________________

Relationship with Supervisor

Did you feel your supervisor was fair and consistent in use of his/her authority?

________________________________________________________________________

________________________________________________________________________

Did you feel the line of communication was good between your supervisor and yourself? If not, why?

________________________________________________________________________

________________________________________________________________________

Did you play any part in decision-making?

________________________________________________________________________

________________________________________________________________________
Did you feel the supervisor took an interest in your welfare and progress?


Relationship with Work Group

Did you feel you had a good working relationship with your co-workers?


Organization as a Whole

Please rate the institution as to how it was as a place to work (10 being the best).

1  2  3  4  5  6  7  8  9  10

Additional Comments


EXIT SURVEY
EASTERN WASHINGTON UNIVERSITY
OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Welcome to the Eastern Washington University Exit Survey. This voluntary survey is our report card designed to obtain feedback and help us assess our compliance to civil rights standards and improve the work environment at EWU. If provided, your name will not be disclosed unless you consent. The Equal Opportunity Director will review and summarize your feedback for an annual report to the University’s management. If there is a particular item you do not feel comfortable answering please leave it blank and continue to the next question.

EWU Position: ☐ Faculty ☐ Staff ☐ Administrator ☐ Student Employee

1. How would you describe the human relations environment of your former workplace?
   ☐ Very Supportive ☐ Supportive ☐ Non-Supportive ☐ Hostile

2. Unlawful discrimination may be defined as, “Not receiving equal access to opportunities based on characteristics such as race, religion, sex, national origin, disability, marital status, and or sexual orientation.” Have you experienced unlawful discrimination while working at EWU?
   ☐ Yes/Reported ☐ Yes/Not Reported ☐ No
   a. Describe the discrimination

3. Sexual harassment is a form of sex discrimination that includes, “Unwanted advances, requests for sexual favors and or other conduct of a sexual nature.” Were you ever sexually harassed while employed by EWU?
   ☐ Yes/Reported ☐ Yes/Not Reported ☐ No - please go to question five.

4. Were you sexually harassed by
   ☐ a colleague? ☐ a student? ☐ a supervisor? ☐ contractor or visitor?
   a. Describe the sexual harassment

5. Did discrimination or a sexual harassment influence your decision to leave EWU?
   ☐ Yes (place comments in 2a. or 4a.) ☐ No

6. How could EWU best enhance the human relations environment?

7. Were there adequate advancement/promotional opportunities for you?
   ☐ Yes ☐ No

8. What could the University have done to retain you as an employee?

9. If asked, would you work for EWU again?
   ☐ Yes ☐ No

10. Would you like a more detailed interview relating to your responses?
    ☐ Yes ☐ No

OPTIONAL INFORMATION

NAME: ____________________________ PHONE: ____________________________

EMAIL: ____________________________

I do ☐ do not ☐ consent to the disclosure of my name.

Return this completed form to: EEO/AA, SHOWALTER 214.