



## EMPLOYEE EXIT INTERVIEW SURVEY

Florida Atlantic University (FAU) values your opinion and would like to know more about your experience at FAU as well as why you are leaving the University. Your candor and honesty are most appreciated. Your feedback will provide us valuable information that will allow us to enhance the work experience for our employees. Please be aware that survey results will be shared with appropriate FAU administration. Your participation is appreciated and voluntary. Please email the completed form to [nmanoojian@fau.edu](mailto:nmanoojian@fau.edu).

It is important that FAU has your most recent address for W-2 purposes. If your address will be changing please make the change in Workday prior to your departure or email you HR Partner/ Supervisor with your new address. Please include your name and Z number in the email.

Your final pay check and leave payout, if eligible, will be mailed to the address you have on file with FAU in Workday. The leave payout typically occurs 1-2 pay periods after your final paycheck. Leave payouts are contingent upon the completed Separation Clearance business process in Workday, and the employee having no outstanding debts owed to FAU.

For questions concerning your benefits please email [benefits@fau.edu](mailto:benefits@fau.edu).

<b>Name :</b>	<b>Department:</b>
---------------	--------------------

**What are your reasons for leaving Florida Atlantic University? (Check all that apply)**

<b>Separation Type:</b>			
Retirement	<input type="checkbox"/>	Secured more favorable position	<input type="checkbox"/>
Compensation	<input type="checkbox"/>	Relationship with Supervisor	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	Commute	<input type="checkbox"/>
Dissatisfaction with Job	<input type="checkbox"/>	Not Challenged	<input type="checkbox"/>
Medical Illness/Family Emergency	<input type="checkbox"/>	Work Relationships	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	Involuntary	<input type="checkbox"/>
Personal Reasons	<input type="checkbox"/>	Other	<input type="checkbox"/>

**1. What aspects of your position did you find most satisfying?**

**2. What factors contributed to your decision to leave?**

3. **What specific changes could have been made to keep you at Florida Atlantic University?**
  
4. **What suggestions can you offer to enhance the employment experience and/or policies and procedures?**
  
5. **How were you treated while at Florida Atlantic University? Explain.**
  
6. **Human Resources strives to provide the highest level of service to the Florida Atlantic University Community. What suggestions can you offer to heighten the services provided by Human Resources?**

**Additional Comments:**

**Please rate your overall experience at Florida Atlantic University:**

Very Satisfied    Satisfied    Average    Less than Average    Disappointing

If you would like to discuss your responses further, then please provide a telephone number where you can be reached:

Thank you for taking the time to provide us with valuable feedback. We wish you much success in your future endeavors.

Please email the completed form to [nmanoogian@fau.edu](mailto:nmanoogian@fau.edu) or mail to the address listed below. The completed form can also be dropped off in person in the Human Resources office.

Florida Atlantic University  
Human Resources Department  
Instructional Services Building, Room 230  
777 Glades Road  
Boca Raton, FL 33431