

EXIT SURVEY

[Welcome letter]

General Survey Instructions

Caution: If you click the browser's Refresh or Reload buttons you will clear your latest responses from the page you are on. To ensure your survey responses are not lost, please **Save** survey if you cannot complete the entire survey in one sitting. On the **Last** page of the survey there is a **Send/Submit** button. **Send/Submit** send/submits a copy of the survey to be included in the agency results. Once you click on **Send/Submit**, you will not be able to access your survey again for any reason.

Buttons that are available on the bottom of each survey page are:

- Previous takes you to the previous page in the survey,
- Next takes you to the next page in the survey,
- Save saves the survey on the system so you can continue at a later time,
- 1 | 2 | 3...Last takes you to that page of the survey,
- Quit allows you to quit the survey and gives you the option to Return and continue with the survey, Quit the system, or Save your current survey (after which you may continue with the survey or exit the system).

Privacy Act Statement

Collection of this information is authorized by Section 4702 of Title 5, U.S. Code.

- Your responses to this survey are voluntary and there is no penalty if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative.
- The principal purpose in collecting this information is to gather input from employees about their experiences in working for the [Agency]. Routine uses are identifying organizational strengths and challenges and identifying strategies that will help improve the work environment.
- In any public release of survey results, no data will be disclosed that could be used to match your responses with your identity because there will be no individual identifiers associated with the data. All email addresses will be stripped and discarded automatically when the completed survey is submitted.

Public Burden Statement

We think providing this information takes an average of 10 minutes per respondent to complete, including the time for reviewing instructions, getting the needed data, and reviewing the completed survey. Send comments regarding our estimate or any other aspect of this survey, including suggestions for reducing completion time, to the Office of Personnel Management

(OPM), Reports and Forms Officer, Paperwork Reduction Project (3206-0252), Washington, D.C. 20415. The OMB number 3206-0252 is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

PART I – Reasons for Leaving

1. Which of the following statements best describes the type of separation from your organization?

- I resigned to leave the Federal government
- I transferred within my agency
- I transferred to another Federal agency
- I retired due to disability
- I retired voluntarily
- I left involuntarily, due to a RIF
- I left involuntarily, due to termination
- I left involuntarily, due to contracting out
- Other, please specify _____

Were you asked or encouraged to leave your job? *[If marked a, b, or c in item 1]*

- No, I left for my own reasons
- Yes, because of poor performance or a personal conflict
- Yes, because I was encouraged to pursue an opportunity elsewhere

Would you have continued working if your job or working conditions had been better? *[If marked e in item 1]*

- No, I was ready to retire
- Yes, I wanted to keep working but I was too dissatisfied
- Not applicable, my retirement was mandatory

For the following items, indicate how important each of the following reasons was in your decision to leave your organization. If an item does not apply, mark “Not Important.”

Personal Reasons

	Not important	Somewhat important	Very important
2. I wanted to change careers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I wanted to run my own business/become an independent consultant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I wanted to further my education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I wanted to pursue non-work interests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I needed to care for another individual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Personal health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Relocate due to transfer of spouse/partner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Relocate for other reasons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Get a job closer to home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Conflict between this job and another	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Work

	Not important	Somewhat important	Very important
12. Too much work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Unsatisfactory working hours/shifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Too much job stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The work was not meaningful to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. My job did not make good use of my skills and abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Lack of receptiveness to creativity and innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Opportunities

	Not important	Somewhat important	Very important
18. Insufficient opportunity to make a difference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Lack of opportunity to participate in decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Lack of training and career development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Limited opportunities for advancement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Lack of coaching and feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pay and Benefits

	Not important	Somewhat important	Very important
23. Insufficient pay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Unsatisfactory benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Insufficient support for continuing education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Lack of support for my family/personal life responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Lack of flexible work arrangements/telework	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Treatment

	Not important	Somewhat important	Very important
28. Lack of support for diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Unfair treatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Discrimination based on race, ethnic origin, gender, age, disability, or other factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Unfair performance appraisal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Lack of recognition for my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The People

	Not important	Somewhat important	Very important
33. Poor working relationship with my coworker(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. <i>If you were a supervisor:</i> Poor working relationship with my subordinates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Poor working relationship with my supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Lack of trust and confidence in senior leaders (i.e., those above your former	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

supervisor)			
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The Organization

	Not important	Somewhat important	Very important
37. Too much red tape	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. Concerns about ethical issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Organization was becoming too political	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. Disagreement with the organization's goals and objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. Poor physical working conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. Insufficient communication about issues related to my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

43. Overall, how satisfied were you with your job at the time of your exit?

- Very Dissatisfied
- Dissatisfied
- Neither Satisfied nor Dissatisfied
- Satisfied
- Very Satisfied

44. If possible, would you work for ^Agency^ again?

- No
- Maybe
- Yes

45. Please describe your most important reason(s) for leaving.

46. Please describe what [Agency] could have done to keep you from leaving.

PART II – BACKGROUND AND EMPLOYMENT INFORMATION

47. Did management try to keep you from leaving your organization?

- No
- Yes

48. Where did you work at ^Agency^?

- Organization A
- Organization B
- Organization C
- Organization D

- Organization E
- Organization F

49. What performance rating (or equivalent) did you receive on your last performance appraisal?

- Outstanding
- Exceeds fully successful
- Fully successful
- Minimally successful
- Unacceptable
- Did not receive a performance rating
- Don't know

50. How long had you worked for ^Agency^?

- Less than 1 year
- 1 to 3 years
- 4 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- 21 to 25 years
- More than 25 years

51. How long have you been with the Federal Government (excluding military service)?

- Less than 1 year
- 1 to 3 years
- 4 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- 21 to 25 years
- More than 25 years

52. What was your pay grade or equivalent GS-level? (WILL BE CUSTOMIZED FOR AGENCY)

Civilian

- GS 1 – 8
- GS 9 – 12
- GS 13 – 14
- GS 15 – SES
- WG/WL/WS 1 – 5
- WG/WL/WS 6 – 10
- WG/WL/WS 11 or higher

Military

- E-1 – E-4
- E-5 – E-9
- W-1 – W-4

- O O-1 – O-3
- O O-4 – O-5
- O O-6 or higher

53. What was your job category? (WILL BE CUSTOMIZED FOR AGENCY)

- O Professional (for example, scientist, engineer, attorney, etc.)
- O Administrative (for example, personnel management, budget, contracting, or procurement specialist, etc.)
- O Technician
- O Clerical (for example, support staff, executive secretary, etc.)
- O Wage Grade
- O Other

54. What was your level of supervisory responsibility?

- O Non-Supervisor
- O Team Leader
- O First-Line Supervisor
- O Manager
- O Executive

55. What is the highest level of education that you have completed?

- O Less than high school graduate
- O High school diploma or GED
- O Technical, vocational, or business school
- O 2-year associate degree
- O Bachelor's degree (B.A., B.S., or other)
- O Master's degree
- O Doctorate degree (Ph.D., M.D., Ed.D., J.D., etc.)
- O Post-doctoral study

56. What is your age?

- O Less than 20
- O 20 – 29
- O 30 – 39
- O 40 – 49
- O 50 – 55
- O 56 – 60
- O Over 60

57. Are you male or female?

- O Male
- O Female

58. How would you describe your racial or ethnic background? (Select one or more)

- O White (Non-Hispanic)
- O Black (Non-Hispanic)

- American Indian or Alaska Native
- Asian or Pacific Islander
- Hispanic or Latino
- Other