

# PASADENA CITY COLLEGE

## EMPLOYEE EXIT SURVEY

Please take a few minutes to complete this survey. Your comments and responses will be helpful in improving our practices and policies. Your answers will be averaged with those of other employees to identify common trends. Your responses will be kept confidential, and this survey **will not** become part of your personnel file.

**Instructions:** Use a pen or pencil. Check (✓) your responses. After you complete the survey, please return it in the envelope provided. Please answer **all** the questions about your most current position at PCC.

**Employee Classification:** \_\_\_ Faculty \_\_\_ Classified Staff \_\_\_ Manager/Supervisor \_\_\_ Educational Administrator

**You were employed in which department?** \_\_\_\_\_ **Length of Service at PCC:** \_\_\_ Years (Indicate months if less than 1 year)

**Month and Year that you left PCC:** \_\_\_\_\_

**1. How much did each item influence your decision to leave your current position at PCC?**

1 = Not all    2 = Somewhat    3 = A lot

	1	2	3		1	2	3		1	2	3
Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Resigned before being fired	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Co-worker(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Base salary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lack of job security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Type of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family reasons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lack of promotion opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lack of recognition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health reasons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lack of lateral advancement opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lack of relationships between co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving from area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lack of relationships between departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Employee morale in the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career opportunity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Employee morale across the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Illegal discrimination in the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Return to school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Working conditions or environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other (_____)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Illegal discrimination in the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other (_____)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involuntary termination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other (_____)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Rate each item using the scale. 1 = Very Poor 2 = Marginal 3 = Fair 4 = Good 5 = Excellent**

<b>Benefits</b>	1	2	3	4	5		1	2	3	4	5
Base salary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Retirement plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overtime/overload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tuition benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Paid vacation days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Paid holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life insurance plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other (_____)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>College</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Communication of college philosophy, mission, goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communication between departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication of <b>current</b> college policies/procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Relationships between departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication of college policy and procedure <b>updates/changes</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaboration between departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication of information on building maintenance, renovations, construction, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Employee morale across the campus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*\*Please complete reverse. \*\*

**3. Rate each item using the scale. 1 = Very Poor 2 = Marginal 3 = Fair 4 = Good 5 = Excellent**

<b>Your Department</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Communication of <b>current</b> department policies/ procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Treatment received by co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication of department policy and procedure <b>updates/changes</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Quality of on-the-job training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication of department philosophy, mission, goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Equipment/technology provided to do the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication between co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Physical working conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaboration between co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Overall workload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Your Supervisor</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Communication of job responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adhere to the department philosophy, mission, goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication of job performance expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ability to give employees recognition on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication with department employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ability to solve problems/complaints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships with department employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Management skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to involve employees with the planning process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ability to give employees constructive feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to give employees fair and equal treatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ability to give feedback on a performance evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4. Are there any suggestions you can make to improve the following at PCC?**

Working Conditions: \_\_\_\_\_

Co-worker Relations: \_\_\_\_\_

Supervisor and Employee Relations: \_\_\_\_\_

Efficiency/Productivity: \_\_\_\_\_

Employee Training Programs: \_\_\_\_\_

Other: \_\_\_\_\_

	<b>Definitely No</b>	<b>No</b>	<b>Maybe</b>	<b>Yes</b>	<b>Definitely Yes</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>5. Would you recommend PCC to persons seeking employment?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>6. Would you recommend PCC to prospective students?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>7. Would you consider future employment at PCC?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>8. Comments/suggestions:</b> _____					

**Demographics**

**Gender:** \_\_\_ Male \_\_\_ Female

**Ethnicity:** \_\_\_ African American \_\_\_ American Indian \_\_\_ Asian \_\_\_ Caucasian  
 \_\_\_ Filipino \_\_\_ Hispanic \_\_\_ Pacific Islander \_\_\_ Other (please specify: \_\_\_\_\_)

**Please enclose this survey in the envelope provided. Thank you for your valuable feedback!**