



STATE OF ARKANSAS

Department of Veterans Affairs
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Asa Hutchinson
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Exit Interview Questionnaire

It is the policy of Arkansas Department of Veterans Affairs to conduct an exit interview with each employee who leaves the agency. Feedback obtained is confidential and will be compiled into an anonymous report so that ADVA can continually improve working conditions at the agency.

Please be assured that your questionnaire will not become a part of your permanent personnel file; and your comments will in no way affect your re-employment possibilities should you desire to seek employment again with ADVA.

It is important to ADVA that you provide feedback and answer the following questions as honestly as possible in order to improve future workplace conditions.

Department: _____

Position: _____

Tell us about your job:

Strongly Disagree Disagree Neutral Agree Strongly Agree

My job was challenging

I made best use of my skills and experience in my job role

My job duties were clearly explained to me and I understood my responsibilities

My workload was appropriate

I had access to the resources and tools needed to perform my job satisfactorily

My work environment was safe and well organized

What improvements can you suggest regarding your job role and the scope of your responsibilities?

Tell us about your department:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Appropriate mix of skills and experience					
Efficient use of resources					
Appropriate staffing levels					
What could be improved in your department?					

Tell us about your management	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Treated all staff fairly and equally					
Were available to discuss work related issues					
Encouraged suggestions and provided feedback					
Offered praise and feedback in a consistent manner					
Encouraged participation					
Provided development opportunities					
Promoted adherence to agency policies and procedures					
Clearly communicated the agency strategic mission, goals, and work values					
Worked effectively with staff to find solutions					
What could be improved in management?					

Tell us about your compensation & benefits:

Your Salary _____

Your Benefits Package _____

What could be improved in compensation and benefits?

What are your main reasons for leaving ADVA?

If you are leaving to accept other employment, please list

1. The New Employer's Name: _____

2. New Job Title: _____

3. Starting Salary: _____

4. Benefits: _____

How will this job differ from your position at ADVA?

Was there anything that we as an agency could have done to encourage you to stay at ADVA?
