



## HR Exit Questionnaire

Your opinion matters

### **What was your experience like working for the City of Hamilton? We really want to know.**

#### **Prefer to Tell us online?**

Go to eNet/Jobs/Employee Exit Questionnaire.

If you have given notice or recently left the employ of the City, take this chance to tell us what you liked about working here, what needs improving and even what may need to change to help us in our efforts to be a City of Choice for High Performing Public Servants. Simply complete our online "Exit Questionnaire" below.

Your comments matter to us, and what you say will help us evaluate and improve our ...

- Respectful and supportive workplaces
- Life-long learning opportunities
- Leadership
- Performance excellence

#### **Talk to us in person**

One-on-one exit interviews with a staffing specialist in Human Resources are also available and encouraged for any interested person. To set up an interview, e-mail your request to: [jdesanti@hamilton.ca](mailto:jdesanti@hamilton.ca) or call 906 546-2424 ext. 2397.

Thank you in advance. We appreciate your feedback and wish you well in your future endeavours. **Information and comments provided here are confidential. Information is summarized and employee names and numbers will not be disclosed.**

Name (will not be disclosed)	<input type="text"/>	Employee No. (will not be disclosed)	<input type="text"/>
Department	<input type="text"/>	Division	<input type="text"/>
Section	<input type="text"/>	Position	<input type="text"/>
Permanent/Temporary	<input type="text"/>	Full Time/Part Time	<input type="text"/>

\*Employee name and number is used only to confirm you have worked for the City Of Hamilton.

The City Of Hamilton - Employee Exit Questionnaire

Union/Non

  
  


Supervisor

  


Date

Last Day Worked

  


How long did you work for the city?

  


Do you wish to be contacted for a personal exit interview?

Yes \_\_\_ No \_\_\_

Contact telephone number (optional)

  


Contact e-mail address (optional)

  


Reason For Leaving the City

Retirement  
 Resignation  
 Other (Specify)

Please indicate the most appropriate response to the following statements:

1 a) I am leaving the City Of Hamilton because of this reason. Answer as many as apply to you

Other job opportunity

Education

Personal Reasons

Other. Please specify in box below

Please indicate for what reason are you leaving the City Of Hamilton.

  
  


1. b) My decision to leave the City of Hamilton was greatly influenced by this factor. Answer as many as apply to you

Workload

Lack of Career Advancement

Lack of Recognition

Conflict with colleagues

Lack of respect for Supervisor

Lack of respect from Supervisor

Inflexible Schedule

Salary

Benefits

Position didn't meet expectations

Other. Please specify in box below

  
  


Please indicate what influenced your decision to leave the City of Hamilton

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Please indicate to which degree you agree with the following statements

**RATING GUIDE**

*Strongly Disagree - 1*

*Disagree - 2*

*Agree - 3*

*Strongly Agree - 4*

Please Indicate One:

**Respectful and Supportive Workplace**

- 2. I received an orientation when I was first hired
- 3. If yes to the above, I found the orientation session and materials helpful
- 4. I was well informed of my Health and Safety rights and responsibilities.
- 5. I feel employees treat each other with dignity and respect.
- 6. I feel my salary was appropriate and competitive with other organizations.
- 7. My benefits package was satisfactory to me.
- 8. I was aware of the Employee Assistance Program and Return to Work Services.
- 9. I received adequate supervision.
- 10. My supervisor/manager was accessible to answer questions and/or address problems
- 11. There was positive morale within my workplace.
- 12. My working conditions were suitable. (i.e. hours, work area, etc.)
- 13. I was aware of organizational policies and procedures.
- 14. I was given the appropriate tools and information in order to do my job
- 15. Policies and procedures were administered and enforced fairly/equitably.

Yes ___	No ___	Undecided ___
Yes ___	No ___	Undecided ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___
1: ___	2: ___	3: ___ 4: ___

**Lifelong Learning Opportunities**

- 16. I was given appropriate training.
- 17. I think I should have been offered more training/development within my position to improve how I do my job.
- 18. I think I was given adequate training to advance.

1: ___	2: ___	3: ___	4: ___
1: ___	2: ___	3: ___	4: ___
1: ___	2: ___	3: ___	4: ___

**Performance Excellence**

- 18. My accomplishments were acknowledged.
- 19. My performance was reviewed on a regular basis.
- 20. My position was challenging.
- 21. I felt rewarded by the work I did.

Please Indicate One:

1: ___	2: ___	3: ___	4: ___
1: ___	2: ___	3: ___	4: ___
1: ___	2: ___	3: ___	4: ___
1: ___	2: ___	3: ___	4: ___

**Leadership**

- 22. There was possibility for advancement in my position.
- 23. I was given an opportunity to provide input into decisions that affected my work.

Please Indicate One:

1: ___	2: ___	3: ___	4: ___
1: ___	2: ___	3: ___	4: ___

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*RATING GUIDE*

*Strongly Disagree - 1*

*Disagree - 2*

*Agree - 3*

*Strongly Agree - 4*

Please Indicate One:

24. I would consider the City of Hamilton a good place to work.  
25. I would re-consider employment with the City of Hamilton.  
26. I would recommend the City Of Hamilton as an employer to friends and/or family.  
Do you have any additional comments?

1: \_\_\_ 2: \_\_\_ 3: \_\_\_ 4: \_\_\_

Yes \_\_\_ No \_\_\_ Undecided \_\_\_

Yes \_\_\_ No \_\_\_ Undecided \_\_\_

Please send completed survey to:

**HR Planning and Information, Human Resources Department**

**City of Hamilton**

**120 King St W. Hamilton ON L8P 4Y5**

***Or Fax: 905-546-2650***

*Thank you for taking the time to complete this questionnaire.*