

## WHEN LEAVING THE UNIVERSITY

When we are making major changes in our lives, such as moving to another location or changing jobs, it is easy to forget to return University keys and property. Therefore, the university has designed the following checklist to assist employees in clearing their obligations.

### WHAT YOU NEED TO DO:

1. Simply take whatever action is needed to make certain that either all items on the list below have been returned or that appropriate action has been taken to clear your obligations to the University.
  - Department equipment and materials have been returned.
  - Keys and ID card have been turned into the Key Shop.
  - Parking citations have been paid.
  - Outstanding payroll obligations have been paid. Contact Payroll at 359-2325 for questions.
  - Library/media materials have been returned.
  - Grades have been turned in.
  - Separation/leave without pay options have been discussed with Benefits at 359-2488.
  - Travel obligations have been met.
  - Communication Services (IT) has been notified of separation (ext. 2247).
2. When the checklist is complete, please contact the Payroll at 359-2325. They will verify that all obligations have been met and arrange for your final paycheck to be issued. Please also be sure to provide a forwarding address (if applicable).

## EXIT SURVEY

Please return this completed form (pages 2 and 3) to: Human Resources, 314 Showalter Hall.

### Job:

- Did you feel you were under or over-qualified for your position, based on your training and experience?
  
- Did you feel your job was important to your area or the institution?
  
- Did you feel your position met your expectations? If not, why?
  
- Did you feel you were making progress in your position?
  
- Did you like your work environment (hours, space, equipment, etc.)?
  
- Did you feel there was opportunity for advancement?
  
- Did you feel secure in your job?

### Benefits/Salary:

- Did you feel you received an adequate orientation for your position?
  
- Did you feel your salary was adequate for your position?

- Did you feel the fringe benefits were adequate? If not, why?
  
- Did you feel the leave benefits and allowances were fair?

### Relationship with Supervisor:

- Did you feel your supervisor was fair and consistent in use of his/her authority?
  
- Did you feel the line of communication was good between your supervisor and yourself? If not, why?
  
- Did you play any part in decision-making?
  
- Did you feel the supervisor took an interest in your welfare and progress?

### Relationship with Work Group:

- Did you feel you had a good working relationship with your co-workers?

### Organization as a Whole:

- Please rate the institution as to how it was as a place to work (10 being the best).

1    2    3    4    5    6    7    8    9    10

### Additional Comments



## EXIT SURVEY

EASTERN WASHINGTON UNIVERSITY

OFFICE OF EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND ADA COMPLIANCE

Welcome to the Eastern Washington University Exit Survey. This voluntary survey is our report card designed to obtain feedback and help us assess our compliance to civil rights standards and improve the work environment at EWU. You can fill this form out anonymously or provide us with your name and contact information. The Director of Equal Opportunity will review and summarize your feedback for an annual report to the University's management. If there is a particular item you do not feel comfortable answering, please leave it blank and continue to the next question.

**Please return this completed form (pages 4 and 5) to: Director of Equal Opportunity, Tawanka 211**

**EWU Position:**    **Faculty**     **Staff**     **Administrator**    **Temporary/Student Employee**

1. How would you describe the work environment of your former workplace?

**Very supportive**     **Supportive**     **Non-supportive**     **Hostile**

2. EWU's commitment to nondiscrimination is as follows: "Eastern Washington University does not discriminate in its programs and activities on the basis of race, color, creed, religion, national origin, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws".

Have you experienced discrimination while working at EWU?

**Yes/Reported**     **Yes/Not reported**     **No**

If "yes", please describe the discrimination:

3. EWU is committed to prohibiting sexual harassment. Sexual harassment is defined as "unwelcome conduct of a sexual nature and may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including sexual assault." Were you ever sexually harassed while employed by EWU?

**Yes/Reported**     **Yes/Not reported**     **No – please go to question five**



4. If “yes”, were you sexually harassed by

- A colleague**       **A student**       **A supervisor**       **Contractor or visitor**

If “yes”, please describe the sexual harassment:

5. Did discrimination or a sexual harassment influence your decision to leave EWU?

- Yes (Place comments in response to questions 2 or 4)**       **No**

6. How could EWU best enhance the work environment?

7. What could the University have done to retain you as an employee?

8. If asked, would you work for EWU again?      **Yes**      **No**

9. Would you like a more detailed interview relating to your responses?       **Yes**       **No**

OPTIONAL INFORMATION

\_\_\_\_\_ ( ) \_\_\_\_\_  
Name                                      Phone                                      Email