

(to be completed by manager/administrator or consultant)

Employee Name:

Title/rank:

Program Area:

Location:

Employment start date (most recent appointment):

Employment end date:

Starting salary (most recent appointment):

Exiting salary:

### **COOPERATIVE EXTENSION EMPLOYEE EXIT INFORMATION (A)**

(Return to Sharon Klawitter within one month of employee separation date)

If the employee is **leaving Cooperative Extension employment and assuming a job outside of Cooperative Extension**, please provide the following information. (sections a-f are highest priority)

- a) New job title
- b) New employer (name or type)
- c) General description of new responsibilities
- d) New salary and benefits package (specific or approximate)
- e) What is the most important factor leading to the decision to accept a new job outside of Cooperative Extension? (*open-ended approach suggested to minimize biasing answer*)
- f) Could Cooperative Extension have done anything to retain the employee in light of the new job offer? (i.e., increased salary, modified work load or time schedule, new work role, additional fringe benefits, professional development) (*open-ended approach suggested to minimize biasing answer*)
- g) What does the employee most regret leaving behind upon terminating Cooperative Extension employment? (*open-ended approach suggested to minimize biasing answer*)
- h) What aspects of Cooperative Extension will the employee not miss? (negatives but perhaps not a major part of decision to terminate employment)

Was the employee was **dismissed or non-renewed** (i.e., involuntarily separated from Cooperative Extension employment)? \_\_\_\_\_ NO \_\_\_\_\_ YES

Other comments the employee wishes to share.

Indicate any comments (positive, negative or neutral) made regarding tenure or orientation.

Information recorded by:  
Name:  
Title:  
Date of interview: