

(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 (B)

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

If the employee is **leaving Cooperative Extension employment but not assuming a job outside of Cooperative Extension** at the time of employment separation, please provide the following information. (sections a& b are highest priority)

- a) What key factor(s) contributed to the employment separation? (i.e., family relocation, retirement, personal health, health of a family member, other personal reasons) *(open-ended approach suggested to minimize biasing answer)*

- b) Could Cooperative Extension have done anything to retain the employee? (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)*

- c) What does the employee most regret leaving behind upon terminating Cooperative Extension employment? *(open-ended approach suggested to minimize biasing answer)*

- d) 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: