



SOUTH EASTERN KENYA UNIVERSITY

**P.O. BOX 170-90200,
KITUI, KENYA**

TEL: 0716-454397 (KITUI)
Email: dvc-ahrm@seku.ac.ke

EXIT INTERVIEW SHEET

Please take your time to respond to the questions below. Thank you for sharing your opinions.

Name:	
Job Title Held:	
Grade:	
Department / School:	
Employment Date:	
End Date:	
Length of Service:	
Exit Interview Date:	

PART 1: REASONS FOR LEAVING:

- a) Promotions/higher salary/better opportunity
- b) Laid off
- c) Family/personal reasons
- d) To attend school
- e) Retirement
- f) Working conditions
- g) Other (specify).....

PART 2: THE JOB

a) What did you like most about your job and SEKU?

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b) What did you like least about your job and SEKU?

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c) Was the work you were doing challenging you? If no, please explain

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d) When you started working in SEKU were you offered a clear job description?

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e) Was the working environment conducive?

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f) Do you feel SEKU encouraged feedback and suggestions?

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PART 3: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

a) Could the University have made any improvements that might have influenced you to stay on the job? Please explain

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b) What would you suggest to the University Management to make SEKU a better University and place to work?

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c) Would you recommend this organization to others as a place to work? Why or why not?

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d) Would you consider re-employment in future?

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e) What has your new place of employment offered you that is more attractive than your present job in SEKU?

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f) Since SEKU is a growing University what do you consider to be the biggest challenge that it now faces and needs to overcome?

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g) In your opinion, what were the top three barriers to good performance in your job?

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PART 4: RATING

Please rate the following aspects of the University overall.						
Aspects	1	2	3	4	5	
	Poor		Average		Excellent	
1.	New employee orientation					
2.	Training opportunities					
3.	Career development opportunities					
4.	Employee morale/motivation					
5.	Fair treatment of employees					
6.	Recognition for a job well done					
7.	Communication between management and employees					
8.	Performance appraisal/evaluation					
9.	Interest and investment in employees					
10.	General Staff Welfare					

Thank you for completing this information. Your responses will be treated with total confidence.