



SEKU/CS/HR/F16

**SOUTH EASTERN KENYA UNIVERSITY**

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**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  | <b>1</b><br>Poor | <b>2</b> | <b>3</b><br>Average | <b>4</b> | <b>5</b><br>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.**