



Personnel Policy Proposed Changes **in Red Text**
Article VI. SEPARATION, DISCIPLINE, AND REINSTATEMENT

Effective November 6, 2017, the Town of Wadesboro Personnel Policy shall be amended as follows:

Section 6. Exit Interviews

The goal of exit interviews is to better understand employee turnover and ultimately to improve our organization. As a result, an exit interview will be conducted during the final days of employment or mailed to the employee's last known address on file. The Town Manager or his/her designee shall design an exit interview and may change it as he/she deems necessary.

ADOPTED BY RESOLUTION AS AN ADDITION TO THE TOWN OF WADESBORO PERSONNEL POLICY ON November 6, 2017.



Mayor

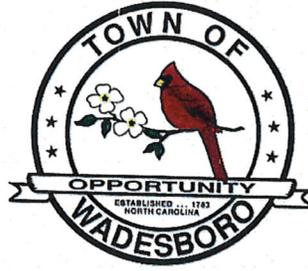
Attest:



Town Clerk

(Seal)





Exit Interview

Exit interviews help organizations better understand employee turnover. We would appreciate you taking the time to answer the following questions as honestly as possible. Your individual responses are treated confidentially and will not become part of your personnel file. This information will remain confidential and will only be reviewed by Human Resources and the Town Manager. If you need more space, please attached a separate sheet.

1. Please enter your name.

[Click here to enter text.](#)

2. Please enter your position title:

[Click here to enter text.](#)

3. Please enter the name of your immediate supervisor:

[Click here to enter text.](#)

4. Department Name:

[Click here to enter text.](#)

5. Length of Service

[Click here to enter text.](#)

6. Reason for leaving:

- 1. Retirement
- 2. Promotion
- 3. Same career with equal responsibilities
- 4. Career Change
- 5. Continuing education
- 6. Family circumstances

- 7. Relocating
- 8. Disability or medical reasons
- 9. Working conditions
- 10. Quality of supervision
- 11. Disciplinary action
- 12. Reduction in force
- 13. Transfer between departments

Reason for Leaving

If you checked 2 – 10 as your reason for leaving please fill out the following:

8. When did you realize you could not/did not want to work for the Town of Wadesboro anymore?

Click here to enter text.

9. What could we have done to keep you from leaving?

Click here to enter text.

10. Did your job meet your expectations?

Click here to enter text.

11. Would you recommend the Town of Wadesboro to a friend as a good place to work?

Yes

No

If you checked 1, 12 or 13 as your reason for leaving please fill out the following:

12. What was most satisfying about your job?

Click here to enter text.

13. What was least satisfying about your job?

Click here to enter text.

14. Did you have the tools and resources needed to effectively do your job?

Click here to enter text.

15. What would you change about your job?

[Click here to enter text.](#)

Further comments

16. If you would like to comment further about why you are leaving, please do so here:

[Click here to enter text.](#)

Relationship with Immediate Supervisor

17. Answer the following section of questions based on the following:

Do you feel that your supervisor...

	Almost Always	Usually	Sometimes	Almost Never	No Opinion
Demonstrated fair and equal treatment	<input type="checkbox"/>				
Provided recognition on the job	<input type="checkbox"/>				
Developed cooperation and teamwork	<input type="checkbox"/>				
Encouraged and listened to suggestions	<input type="checkbox"/>				
Resolved complaints and problems	<input type="checkbox"/>				
Followed policies and practices	<input type="checkbox"/>				
Provided adequate supervision	<input type="checkbox"/>				
Kept you informed about policy changes	<input type="checkbox"/>				

18. Additional comments about your supervisor you would like to share:

[Click here to enter text.](#)

Relationship with Division Supervisor

19. If your work unit was part of a larger division, would you like to answer questions about the division supervisor?

Yes

No

Answer the following section of questions based on the following:

Do you feel that your Division Supervisor . . .

20. Demonstrated fair and equal treatment

	Almost Always	Usually	Sometimes	Almost Never	No Opinion
Demonstrated fair and equal treatment	<input type="checkbox"/>				
Provided recognition on the job	<input type="checkbox"/>				
Developed cooperation and teamwork	<input type="checkbox"/>				
Encouraged and listened to suggestions	<input type="checkbox"/>				
Resolved complaints and problems	<input type="checkbox"/>				

21. Additional comments about your division supervisor you would like to share:

[Click here to enter text.](#)

Relationship with Department Head

Answer the following section of questions based on the following:

Do you feel that your Department/Agency Head . . .

22. Developed cooperation and teamwork

	Almost Always	Usually	Sometimes	Almost Never	No Opinion
Demonstrated fair and equal treatment	<input type="checkbox"/>				
Provided recognition on the job	<input type="checkbox"/>				
Developed cooperation and teamwork	<input type="checkbox"/>				
Encouraged and listened to suggestions	<input type="checkbox"/>				

Resolved complaints
and problems

Followed policies and
practices

Kept you informed about
policy changes

23. Additional comments about your Department Head you would like to share:

[Click here to enter text.](#)

Communication, Training and Opportunity for Growth

How would you rate the following in relation to your job?

24. Communications within your department

- Excellent
- Good
- Fair
- Poor

25. Communications across the Town as a whole

- Excellent
- Good
- Fair
- Poor

26. Communications with your supervisor about the performance of your job duties and responsibilities

- Excellent
- Good
- Fair
- Poor

27. The job training and orientation you received from your department

- Excellent
- Good

Fair

Poor

28. Training opportunities across the Town

Excellent

Good

Fair

Poor

29. Potential for career growth

Excellent

Good

Fair

Poor

30. Morale in your office

Excellent

Good

Fair

Poor

31. Other comments regarding communication, training and opportunities for growth:

[Click here to enter text.](#)

Compensation and Benefits

32. I feel that the Town of Wadesboro salaries are competitive.

Strongly Agree

Agree

No Opinion

Disagree

Strongly Disagree

33. I feel that the Town of Wadesboro recognizes and rewards strong performance.

- Strongly Agree
- Agree
- No Opinion
- Disagree
- Strongly Disagree

34. If you are going to new employment, are you receiving an increase in base salary?

- Yes, greater responsibilities and duties
- Yes, same level of responsibilities and duties
- Yes, less responsibilities and duties
- Salary about the same
- Base salary will decrease
- Not applicable

35. Of the benefits offered by the Town of Wadesboro, please select the 3 most important benefits to you.

- Health Insurance
- Vision Insurance
- Retire Options
- Life Insurance
- Vacation, Sick and Holiday Leave

36. I feel that the overall benefits program met my needs.

- Strongly Agree
- Agree
- No Opinion
- Disagree
- Strongly Disagree

37. Please indicate any changes or improvements that could be made to our benefit plan.

[Click here to enter text.](#)

38. Other comments about the compensation and benefits at the Town of Wadesboro?

[Click here to enter text.](#)

Conclusion

39. Would you consider returning to work for the Town of Wadesboro?

Yes

Maybe

No

40. If you would like to comment about the above statement, please do so here:

[Click here to enter text.](#)

Thank you for taking the time to complete this survey. Your feedback is incredibly valuable and will go toward improving our organization.