



Separation Interview

PART A To be completed by Personnel Dept.

▲ Employee's Name _____ ▲ Social Security # _____ ▲ Position _____

▲ Address-Street/City/State/Zip _____

▲ First Day Worked _____ ▲ Last Day Worked _____ ▲ Last Rate of Pay _____

Group Insurance Coverage: Yes No Insurance Termination Date: (Health) _____

Retirement System Member: Yes No (Dental) _____

Flexible Spending Plan: Yes No

Final Pay Date: _____

PART B To be completed by Personnel Department and Employee

VOLUNTARY SEPARATION	INVOLUNTARY SEPARATION
_____ To seek other employment	_____ Violation of BOCES rule
_____ To accept other job	_____ Chronic absenteeism
_____ Dissatisfaction with job	_____ Gross misconduct
_____ To get married	_____ Deliberate unsatisfactory work
_____ Domestic reasons	_____ Not qualified for job
_____ Leaving area	_____ Falsified records
_____ To attend school	_____ Medical reasons
_____ Health reasons	_____ Failed to follow correct procedures
_____ Lack of transportation	_____ Insubordination
_____ Voluntary retirement	_____ Possession or influence of intoxicating beverage or drugs
_____ Refused transfer	_____ Unlawful or immoral conduct
_____ Failed to return from a leave of absence	_____ Compulsory retirement
_____ Quit to protect SS/pension	_____ Disability retirement
_____ Reduced to part time and quit	_____ Permanent layoff
_____ Quit in anticipation of discharge	_____ Temporary layoff – Date to return: _____
_____ Personal reasons	_____ Other reasons
_____ Other reasons	

Give Complete Details Regarding Any Separation

Comments: _____

I hereby acknowledge that the above is a true statement of my reasons for separation from employment.

Employee's Signature: _____ Date: _____

For Personnel Office Use Only

Would you re-employ? Yes No Do you have work available? Yes No

Did employee ask for leave of absence? Yes No Granted? Yes No How long? _____

Comments: _____

Director of Personnel: _____ Date: _____

PART C To be completed by Employee

We would appreciate it if you would please take the time to answer the questions below. Individual responses will be held in strictest confidence. Group data will be used to develop general information about the organization in order to improve working conditions for its employees.

1. All things considered, how would you rate the BOCES organization compared with other organizations for which you have worked?

<input type="checkbox"/> One of the best	<input type="checkbox"/> Below average
<input type="checkbox"/> Above average	<input type="checkbox"/> One of the worst
<input type="checkbox"/> Average	<input type="checkbox"/> Not applicable
2. How did you like the kind of work that you did at BOCES?

<input type="checkbox"/> Very good	<input type="checkbox"/> Poor
<input type="checkbox"/> Good	<input type="checkbox"/> Very poor
<input type="checkbox"/> Average	
3. All things considered, how would you rate your satisfaction as an employee in BOCES?

<input type="checkbox"/> Completely satisfied	<input type="checkbox"/> Dissatisfied
<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Very dissatisfied
<input type="checkbox"/> Satisfied	<input type="checkbox"/> Completely dissatisfied
4. Thinking about the major forces behind your leaving, would you describe them primarily as PUSHES (undesirable aspects of your job you wanted to avoid) or as PULLS (strongly attractive aspects of your new job situation)?

<input type="checkbox"/> Primarily PUSHES	<input type="checkbox"/> Slight PULLS
<input type="checkbox"/> Slight PUSHES	<input type="checkbox"/> Primarily PULLS
<input type="checkbox"/> About half and half	
5. Aside from yourself, who if anyone, was the most significant "other" person involved in your decision to leave BOCES?

<input type="checkbox"/> My spouse	<input type="checkbox"/> My new employer
<input type="checkbox"/> My co-workers	<input type="checkbox"/> No other person was involved
<input type="checkbox"/> My immediate supervisor	<input type="checkbox"/> Other: _____
6. Would you ever consider coming back to work for BOCES?

<input type="checkbox"/> Yes
<input type="checkbox"/> Uncertain
<input type="checkbox"/> No

Listed below are various reasons that people have given for leaving their jobs. Please indicate how important each of these factors was in your decision to leave BOCES. Place the number which most appropriately represents the level of importance for that specific statement in the space provided next to each statement.

1=No Importance

2=Little Importance

3=Moderate Importance

4=Great Importance

JOB ITSELF:

- ___ Attraction to a different kind of work
- ___ BOCES job did not use my skills and abilities
- ___ Dislike for the type of work at BOCES
- ___ Excessive workload and job pressure
- ___ Inadequate support to do the work (tools, facilities, personnel, etc.)
- ___ Working schedule
- ___ Current position not in my career field

GENERAL:

- ___ BOCES organization too large
- ___ BOCES organization too small
- ___ Conflict with general philosophies or policies in BOCES organization
- ___ Co-workers
- ___ Retirement

COMPENSATION:

- ___ Salary level at BOCES
- ___ Salary in new job

ADVANCEMENT:

- ___ Dissatisfied with progress
- ___ Dissatisfied with future opportunities for advancement
- ___ Desired greater responsibility or status
- ___ Opportunity for personal training and learning experiences in new position
- ___ New position a promotion

MANAGEMENT:

- ___ Lack of contact with immediate supervisor
- ___ Supervisor not qualified
- ___ Supervisor had little or no consideration for people
- ___ Unfair treatment by supervisor
- ___ Personality conflict with supervisor

OTHER: _____

7. Under what conditions would you return to BOCES? _____
8. What will be your annual salary in you new position? _____ Dollars per year _____ not applicable
9. How does your income in your new job compare to what you earned in the BOCES organization? (check one)

<input type="checkbox"/> 75% higher than BOCES	<input type="checkbox"/> 26-50% higher than BOCES	<input type="checkbox"/> Up to 10% higher than BOCES	<input type="checkbox"/> Pay is less than at BOCES
<input type="checkbox"/> 51-74% higher than BOCES	<input type="checkbox"/> 11-25% higher than BOCES	<input type="checkbox"/> Pay about the same	

Employee's Signature: _____ Date: _____