

**UNITED COMMUNITY OPTIONS OF MIAMI**

**DEPARTING/ FINAL WORDS**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**A. ORIENTATION OF COMPANY/ORGANIZATION:**

**1. Were the Personnel Policies and benefits adequately explained to you?**

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**2. Were the conditions of employment, salary, promotions, transfers, etc. adequately explained to you?**

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**3. Were the duties and responsibilities of your job thoroughly explained to you?**

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**4. Did you receive adequate training to perform your job? Could it have been improved?**

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**B. TELL ME ABOUT YOUR SUPERVISOR:**

**1. Describe the type of communication you had with your supervisor?**

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**2. Were you able to obtain information, or make suggestions, to your supervisor? Yes \_\_\_\_ No \_\_\_\_**

**3. Any suggestions of how your supervisor could have improved?**

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**C. EMPLOYEE RELATIONS:**

**1. When you accepted the position at UCO, were your expectations met?**

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**2. What did you liked most about your job?**

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**3. What did you liked least about your job?**

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**4. Do you feel that our employee relations and working conditions can be improved?**

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**5. Would you consider working for UCO again?**

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**6. Have you been offered, or accepted, other employment?**

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**7. Tell me in order of priorities, the reasons you left UCO.**

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| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

**ANY ADDITIONAL COMMENTS?**

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