

Internal Transfer Questionnaire

The Internal Transfer Questionnaire is handled interdepartmentally. You are welcome to use these questions to create your own departmental internal transfer survey. Two versions of questions are included. Please choose the questions that best fit your departmental needs.

Version 1

Thank you for taking the time to complete this questionnaire; the answers you give us will help us improve our employment practices. The information you share is confidential and for use only to improve the employment experience in our department. The resulting feedback will only be viewed by those who would be able to act upon the information or suggestions provided.

Reason(s) for leaving:

1. Why have you decided to leave your current position?
2. Was a single event responsible for your decision to leave? If so, please explain.

Experience:

1. What did you like and dislike about your job?
2. The quality of supervision is important to most people at work. How was your relationship with your supervisor?
3. Did you think your goals and responsibilities were clear? Please elaborate.
4. Did you feel like a valuable part of the team? Please elaborate.
5. Is there anything we could have done to make you stay?

Looking Ahead:

1. What would you recommend to help us create a better workplace?
2. Do you have any other comments?
3. We sincerely appreciate this feedback, and we wish you well in future employment endeavors. If you would like a follow-up phone call regarding your interview, please include your name and contact information.

Version 2

Thank you for taking the time to complete this questionnaire; the answers you give us will help us improve our employment practices. The information you share is confidential and for use only to improve the employment experience in our department. The resulting feedback will only be viewed by those who would be able to act upon the information or suggestions provided.

1. What is your PRIMARY reason for leaving your role at Virginia Tech? Please select all that apply.

- | | |
|---|---|
| <input type="radio"/> Career change/unique opportunity | <input type="radio"/> Professional growth/Advancement opportunity |
| <input type="radio"/> Childcare/Eldercare issues or home responsibilities | <input type="radio"/> Relocation |
| <input type="radio"/> Compensation | <input type="radio"/> Schedule |
| <input type="radio"/> Contract expiration, temporary appointment ended or anticipated non-reappointment-tenure denial | <input type="radio"/> Work environment/climate |
| <input type="radio"/> Not able to find community where I live | <input type="radio"/> Working conditions/space |
| <input type="radio"/> Personal growth opportunities | <input type="radio"/> Other – Please elaborate:

_____ |

2. What did you like or dislike most in your current position? Please elaborate.

3. Using a scale of strongly disagree to strongly agree, please answer the following:

Does not apply or Not applicable	Strongly Disagree	Somewhat Disagree	Neither agree or disagree	Somewhat Agree	Strongly Agree
---	----------------------	----------------------	---------------------------------	-------------------	-------------------

- I had the resources and support necessary to accomplish my job.
- I received adequate feedback about my performance day-to-day and in the performance plan process.
- My supervisor had a favorable management style and adequate skills.
- The morale in my workplace was strong.

Additional feedback:

4. Please share what could have been done to prevent you from leaving your current position.
5. Would you like to share any other comments?
6. We sincerely appreciate this feedback, and we wish you well in future employment endeavors. If you would like a follow-up phone call regarding your interview, please include your name and contact information.