



Republic of the Philippines
CARAGA STATE UNIVERSITY

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

OFFICE OF THE HUMAN RESOURCE MANAGEMENT SERVICES



CARAGA STATE UNIVERSITY EXIT SURVEY

Privacy and Confidentiality Clause

All information provided during this exit interview will be treated with the utmost confidentiality. The purpose of the exit interview is to gather feedback to improve organizational practices, workplace culture, and employee experience. Your responses may be summarized and used for internal analysis and reporting; however, they will not be attributed to you directly without your prior consent.

Your participation in the exit interview is voluntary. Any personal data collected will be processed in accordance with the Data Privacy Act of 2012 (RA 10173). Access to your responses will be limited to authorized HRMS personnel and, where necessary, relevant management staff for follow-up or corrective actions, while maintaining confidentiality.

By participating in this interview, you acknowledge that you have been informed of your privacy rights and how your data will be used.

Printed Name & Signature of Employee



CARAGA STATE UNIVERSITY EXIT SURVEY QUESTIONNAIRE

Name of Personnel:		Office/Unit:	
Position/Designation:		Length of Service: (MM/DD/YYYY to MM/DD/YYYY)	
Name of Supervisor:			

Instructions:

- I.** Please read each statement carefully and place a check (✓) on the option that best reflects your experience in Caraga State University.

Legend: 5-Strongly Agree (**SA**); 4-Agree (**A**); 3-Neutral (**N**); 2-Disagree (**D**);
 1-Strongly Disagree (**SD**)

NO.		5	4	3	2
1	The onboarding and orientation process prepared me for my role.				
2	My job responsibilities were clearly defined.				
3	I had the resources needed to do my job effectively.				
4	The workload for my position was reasonable.				
5	My skills and abilities were well-matched to my job duties.				
6	I felt that the work environment was professional and respectful.				
7	I had a professional working relationship by my supervisor.				
8	The organization promoted a culture of inclusion and respect.				
9	I had a professional working relationship with my coworkers.				
10	I had opportunities for professional growth and development.				
11	I received adequate training to perform my job well.				
12	My contributions to our department were recognized.				
13	Information sharing and changes in policy within the work unit and the department were communicated effectively.				
14	I understood the compensation and benefits structure clearly.				
15	I would recommend CSU as a good place to work.				
Note: To be filled out by Interviewer		Total Average Rating:			
		Adjectival Rating:			



II. ADDITIONAL INFORMATION/COMMENTS

GENERAL RATING SCALE	
<i>Numerical</i>	<i>Adjectival</i>
4.50 – 5.00	Outstanding (O)
3.50 – 4.49	Very Satisfactory (VS)
2.50 – 3.49	Satisfactory (S)
1.50 – 2.49	Unsatisfactory (US)
1.00 – 1.49	Poor (P)

Name & Signature of Interviewer: _____

Signature of Employee: _____

Date: _____