

EXIT INTERVIEW

**PRIVACY ACT STATEMENT
(Public Law 93-579)**

The authority for requesting this information is derived from Public Law 95-91 (the Department of Energy Organization Act) which authorizes the Department of Energy to select and employ such officers and employees as are necessary to perform the functions vested in DOE. The information requested is intended for use by DOE personnel officials in evaluating the effectiveness of the personnel management program of DOE. Completion of this form is voluntary. However, if the employee fails to appear for the exit interview, his final paycheck may be delayed since necessary information will be obtained by mail.

1. EMPLOYEE'S NAME		2. TITLE		3. SCHEDULE, SERIES, GRADE	
4. OFFICE	5. DIVISION		6. BRANCH		7. SEPARATION DATE

8. REASON FOR LEAVING

9. WERE YOUR SKILLS EFFECTIVELY UTILIZED? YES NO *(If not, please specify why below)*

10. WERE YOU TREATED FAIRLY?
 All of the time Most of the time Some of the time Never

11. RATE THE EFFECTIVENESS OF COMMUNICATION WITHIN YOUR ORGANIZATION *(check the most appropriate box)*
 Above average Average Below average Poor

12. WERE YOU ADEQUATELY TRAINED FOR YOUR JOB? YES NO IF NOT, WHAT ADDITIONAL TRAINING WAS REQUIRED?

13. PLEASE STATE BRIEFLY WHAT YOU LIKED MOST ABOUT YOUR JOB:

14. PLEASE STATE BRIEFLY WHAT YOU FOUND LEAST APPEALING IN YOUR JOB:

15. WOULD YOU BE WILLING TO RETURN TO WORK FOR DOE IN THE SAME OR ANOTHER CAPACITY? YES NO

16. WOULD YOU RECOMMEND EMPLOYMENT IN DOE TO A FRIEND? YES NO

17. GENERAL COMMENTS OR SUGGESTIONS:

18. SIGNATURE	19. DATE
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20. PERSONNEL SPECIALIST'S NOTES: