

GEORGIA DEPARTMENT OF CORRECTIONS EMPLOYEE EXIT QUESTIONNAIRE INSTRUCTIONS

We want to know what we can do to make the Georgia Department of Corrections (GDC) a better place to work. Please take a few minutes to tell us about your experience with the department and the reason(s) that you are leaving.

You may give this information anonymously; your responses will be kept as confidential as possible and will not in any way affect your standing with the GDC. Responses to all questions will be added to our Central Office database. Information will be used to help us identify opportunities to improve employee job satisfaction and retention.

We are requesting information about your age, gender and ethnicity for statistical purposes only. You may respond in one of two different ways. You may enter your responses directly via the GDC Captiva/Intranet with the assistance of your personnel office or you may complete a paper version of the questionnaire. The documents are the same.

Instructions for Completing a Paper Version of the Exit Questionnaire

Providing your name is totally optional. Do not include it if being anonymous would allow you to be more open with GDC about your responses. Please give us the official name of your job and the facility or office in which you work. We need to have your work location shown as individuals outside your local work area to review your questionnaire. The questions, which ask about length of time by month/year in current job and with GDC, should be completed using a decimal. Three years and six months should be written "3.6". Six months should be entered ".6".

Much of the questionnaire requires only that you check the box in front of the response you wish to give.

Instructions for Entering Your Responses into the Intranet Form

Your local Personnel Representative will provide access for you to complete this form on the GDC Captiva/Intranet. Providing your name is totally optional. Do not include it if being anonymous would allow you to be more open with GDC about your responses.

The date you are leaving the department is required. You cannot type a date directly into the Date field. Click on the picture of the calendar to the right of the Date field to enter a date. When the calendar pops up, simply click on the date you are departing the department or transferring to another site.

There are two questions that provide you a scroll down listing from which you are to select. They include your job title and work location.

The questions, which ask about time of employment in your current job and with GDC should be answered by marking the appropriate section, e.g., Less than Year, 1-3 years, 3-5 years, etc.

There are several places for providing comments. You have a limited number of characters you may enter into these areas. Please submit in writing additional comments you wish to make that do not fit.

The remainder of the questionnaire requires that you click the button next to your chosen response. When you have marked it successfully, a dark dot will appear in the middle of the button. If you decide you wish to change or delete your response, double click on the button to clear it. The dot will then disappear.

DO NOT CLICK THE SUBMIT BUTTON UNTIL YOU ARE CONFIDENT YOU HAVE COMPLETED THE QUESTIONNAIRE ACCURATELY. Once you submit questionnaire your responses are in the database and you are exited from the questionnaire. Thank you very much for your time and thoughtfulness in completing this questionnaire.

Retention Schedule: N/A - Reference Document only.