



EXIT SURVEY
Lateral Move / Transfer (Voluntary Demotion)
Departures, Non-Contract

Purpose of This Survey

Your voluntary move at Metra is a great opportunity for us to benefit from your experiences, and we hope you will agree to participate. While we're always excited when employees reach to expand their knowledge and embrace new opportunities, we hope you will take a few minutes to give Metra a quick "report card" on your experiences in the department you're leaving (your "former department"). Your participation teaches us how we can improve working conditions for Metra employees.

Participation is voluntary, and we are very careful to oversee the security and confidentiality of the information you share with us. You can remain anonymous, but even if you reveal your identity, we won't pass that information on to anyone without your permission. Likewise, nothing you tell us is included in your employee file.

We really appreciate you telling us what you think. Thank you!

Information we gather is only reported in the aggregate – that is, we do not report information about a single worker (unless you want us to share your responses); we only tally responses to a large number of exit surveys so we can spot overall trends.

A. Preliminary Statistics

What is your gender?

- F
- M
- Prefer not to answer

What is your age?

- Under 21
- 21-39
- 40-59
- 60+
- Prefer not to answer

B. Why You're Transferring

What factors have contributed to your desire to move to a new position? Select as many items as you would like to:

- | | | |
|---|---------------------------------------|-------------------------------|
| Commuter | Public transportation availability | Parking |
| Working conditions | Work location | Workload |
| Work fulfillment | Recognition of your work | Opportunities for promotion |
| Schedule | Availability of equipment | Quality of equipment |
| Prospects for growth of skills | Training, formal or on-the-job | Communication with supervisor |
| Favoritism (supervisor gives employee(s) special treatment) | Conflicts with supervisor / coworkers | Personality clashes |
| Career development opportunities | Higher pay | Benefits |
| EEO issues | Sexual harassment | Other |

C. Your Work Experiences (Former Department)

Tell us about your experiences in areas that many employees can find rewarding, and in areas many employees can find frustrating. Use the blank line in each category to add your own category, if you would like to:

Areas of Possible Reward

- Ability to contribute
 - Ability to make decisions
 - Variety of work
 - Enjoyed teamwork
 - Found job rewarding
 - Gained experience / professional knowledge
 - Location / facility environment
 - Relationship with coworkers
 - Work environment
-

Areas of Possible Frustration

- Conflicts with coworkers
 - Conflicts with management
 - Excessive workload
 - Inconvenient / inflexible work scheduling
 - Inadequate equipment / technology
 - Stress level
 - Management style
 - Recognition
-

D. Describe Your Experiences

Please give us feedback about experiences in your former department.

1. What is your primary reason for transferring?

2. What does the new position offer you that the former one did not?

3. Do you have any suggestions for improving the former position?

4. What did you like best about your former position?

5. What did you like least about your former position?

6. Would you say that this move is one of getting to a better situation, or getting away from a bad situation?

7. To what extent did your supervisor assist you in developing your career?

8. To what extent did your supervisor follow up on issues brought to his/her attention?

9. Did you share your concerns with anyone in the company prior to deciding to transfer? If so, what was the response?
10. What changes would you like to see in your former job or department to make it a better work environment?
11. What things did the former department management do to make your job more difficult / frustrating / nonproductive?
12. Were you happy with the compensation and benefits?
13. Is there anyone at Metra with whom you would like us to share the information in this survey? If so, please tell us who to share it with.
14. If the answer to the preceding question is Yes, would you prefer to reveal your identity (don't forget to give us your name on the last page), or remain anonymous to that person?

15. Is there anything else you think we should know? Any additional comments?

E. Equal Employment Opportunity Information

Completion of this section is voluntary, as is the rest of this survey. We are asking for this information because Metra is committed to providing equal employment opportunities to all employees. Your responses help us to make sure we are on track.

Name (optional): Position: Gender: M F

1. Are you a U.S. veteran? Yes No
2. EEO Ethnic Categories: Please mark only one.

White not of Hispanic origin – *Caucasian*.

Black not of Hispanic origin – *A person having origins in any of the Black racial groups of Africa.*

Hispanic – *Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish origin cultures.*

Asian – *A person having origins in the Far East, Southeast Asia or India Subcontinent. This area includes China, Japan, Korea, and the Philippine Islands.*

American Indian or Alaskan Native – *A person having origins in North America who maintains cultural identification through tribal or community recognition.*

Native Hawaiian or Pacific Islander – *NHOPI* .

Two races or more.

3. Are there any Equal Opportunity/Diversity issues that you think we should know about?

OPTIONAL: