

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OREGON/WASHINGTON

Oral Exit Interview Format and Recording Form

To the Interviewer: BLM OR/WA has established an Interim Non-Automated Exit Interview Questionnaire which each departing employee is asked, on a voluntary basis, to complete. The departing employee is also encouraged to ask for an Oral Exit Interview to further share observations regarding his or her career/work expectations and experiences with the Bureau, and regarding the workplace environment. The Oral Exit Interview should provide the interviewer information that can be used to make positive changes in the Bureau work environment, including the local office environment, and to improve employee retention. This recording form is to be used as a general guide for conducting the Oral Exit Interview. The content of this form parallels the content of the OR/WA Questionnaire, so the form serves as a starting point for further discussion with the employee. Space is provided for notes by the interviewer. The employee may skip any question. The Oral Exit Interview process and the departing employee's information must be handled in a strictly confidential manner. Please see the end of the form for specific instructions regarding responsibilities and procedures associated with the Oral Exit Interview.

Date _____ BLM Field Ofc/SO Div _____ Employee's BLM Length of Service ___yrs___mos

Job Title, Series and Grade: _____ Appointment Type: (Check all that apply)

- | | | |
|------------------------------------|---|-------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temp. Seasonal | <input type="checkbox"/> SCEP |
| <input type="checkbox"/> Term | <input type="checkbox"/> Temp. Limited | <input type="checkbox"/> STEP |

Is employee in a Fire-related position? Yes No

Self-Identification (Optional): (Please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> Black (African American) | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Female | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Disabled |
| <input type="checkbox"/> White (Caucasian) | <input type="checkbox"/> Asian American/Pacific Islander | <input type="checkbox"/> Over 40 |

Before this appointment, had employee ever worked for BLM or another Federal agency? Yes No
(Please explain:) _____

If "Yes," what type of appointment did the employee have? (Check all that apply)

- | | | |
|------------------------------------|---|-------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temp. Seasonal | <input type="checkbox"/> SCEP |
| <input type="checkbox"/> Term | <input type="checkbox"/> Temp. Limited | <input type="checkbox"/> STEP |

Was the employee in a Fire-related position? Yes No (Explain:) _____

(NOTE: For all Temps, including STEPs, please skip Item 1 and continue with Items 2, 3, and 4.)

1. Employee's reasons for leaving (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> a. Transfer within BLM | <input type="checkbox"/> g. Permanent Employment Opportunity |
| <input type="checkbox"/> b. Transfer to Another Federal Agency | <input type="checkbox"/> h. Higher Salary |
| <input type="checkbox"/> c. Transfer to Another Level of Gov't. | <input type="checkbox"/> i. Better Benefits |
| <input type="checkbox"/> d. Transfer to Private Sector | <input type="checkbox"/> j. Personal Reason |
| <input type="checkbox"/> e. Expiration of Appointment | <input type="checkbox"/> k. Other (Please explain) _____ |

G f. Retirement

(Space provided on next page for further explanation...)

Please explain further: _____

If the employee is leaving BLM, is there something that might have kept the employee from leaving?

G Yes G No G Not Sure G Not Applicable Please explain: _____

If the employee is leaving BLM, would he/she consider returning to work with BLM in the future?

G Yes G No G Not Sure G Not Applicable Please explain: _____

2. Please respond to the following statements by checking the most appropriate block:

<u>The Job</u>	Always	Usually	Seldom	Never
a. My job was challenging.	G	G	G	G
b. The assignments and responsibilities given me were appropriate.	G	G	G	G
c. My workload was too heavy.	G	G	G	G
d. My workload was too light.	G	G	G	G
e. I received appropriate training and professional development opportunities.	G	G	G	G
f. The balance between work quality and deadlines was appropriate.	G	G	G	G
g. Institutional memory and office records were adequate to provide me needed information pertaining to my work.	G	G	G	G
h. I received positive recognition for my work efforts.	G	G	G	G
i. There were suitable advancement	G	G	G	G

opportunities available.

j. I felt I accomplished something with respect to the Bureau's programs. **G** **G** **G** **G**

Please explain the ratings as necessary: _____

_____ (Continue on next page)

Supervisory Aspects

	Always	Usually	Seldom	Never
k. My supervisor provided adequate guidance regarding my assignments.	G	G	G	G
l. My supervisor made performance expectations clear to me.	G	G	G	G
m. I could go to my supervisor as needed with work problems or concerns.	G	G	G	G
n. My supervisor was equitable and fair in dealing with me and my co-workers.	G	G	G	G
o. Personnel actions (hires, promotions, awards, training) were based on merit and not on race, sex, age, handicap or other prohibited or inappropriate basis.	G	G	G	G

Please explain the ratings as necessary: _____

The Work Environment

	Always	Usually	Seldom	Never
p. Working conditions in my workplace were good.	G	G	G	G
q. Co-workers were supportive and helped me learn about the area and the job.	G	G	G	G
r. The local community environment and quality of life were good.	G	G	G	G
s. I received help/support from the agency as	G	G	G	G

needed.

Please explain the ratings as necessary: _____

(Continue on next page)

3. Suggestions for Improvements, regarding any of the subjects above: _____

4. a. What did the employee like best about his/her job with BLM? _____

b. What did the employee like least about his/her job with BLM? _____



Responsibilities and Processing Instructions

As the departing employee completes the Exit Interview Questionnaire, he/she is also encouraged to request a companion confidential Oral Exit Interview with his or her immediate supervisor, or second or third level supervisor, or with the local Servicing Human Resources Specialist, EEO Coordinator, CORE Specialist or Mentor. The interviewer mails this completed Oral Exit Interview form (or a Summary Report as an option) to the BLM OR/WA EEO Manager (OR-956) using a Special Attention blue envelope. As with the Questionnaire, the Oral Exit Interview will be securely filed in OR-956 to protect employee confidentiality. OR-956 will summarize data from both these Exit Interview documents on a consolidated Statewide basis in a manner which carefully protects employee anonymity and confidentiality.