

# United Church of Christ

## EXIT INTERVIEW

### OFFICER OF THE CHURCH

It is the practice of the United Church of Christ National Setting to conduct an exit interview with each employee upon separation. Your feedback is greatly appreciated. Please complete this exit interview form and return it to Human Resources. Note: The Personnel Committee reserves the right to share information from this document with persons who have a business reason to know on an as needed basis.

Officer Name \_\_\_\_\_ Separation Date \_\_\_\_\_  
Position Title \_\_\_\_\_ Covenanted Ministry \_\_\_\_\_

**Add additional pages as needed.**

Please describe the current climate of the ministry that you are exiting.

What are the three most important priorities you feel you need to work on before you leave?

Please describe the three most important achievements and learning experiences during your ministry.

Were there things that you hoped to accomplish and did not during your ministry here? If so, please describe why you were unable to achieve the accomplishments.

Describe what is working particularly well in the ministry that you are exiting.

In your opinion, what are three major challenges or impediments facing the National Setting that are slowing or impeding the National Setting from realizing its full potential in achieving God's mission?

**Please help the Search committee by answering the following questions:**

What do you feel should be the top three attributes of your successor?

Are there any unique education or theological attributes that would add to your successor's ability to do the work successfully?

If you were leading a search committee for your successor, and given your knowledge of the organization's current state as well as its future potential, and given your experience in the position; what three key characteristics or attributes would you view as most important, and why?

Please provide any other information that you feel would be particularly helpful in identifying and attracting your successor.

Check which best describes your feelings about the following aspects of your employment experience with the National Setting.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Comments
Nature of the position					
Utilization of skills and experiences					
Compensation/Benefits					
Professional Development					
Officer of the Church Evaluation					
Board support					
Travel schedule					
Workload					
Work environment/culture					
Current structure					
Overall place to work					
Collegium model					

If you have marked very dissatisfied or dissatisfied for any of the above, please explain.

Please feel free to add any other feedback that you would like us to know about your employment experience with the UCC National Setting.

**Officer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_