

- Why is Northwestern doing an Exit Survey?
 - The exit survey is intended to capture feedback and information from exiting employees. We want to understand why our employees voluntarily leave Northwestern and then identify ways to enhance the employee experience, both on a local and University-wide level.
- Are the results of the survey confidential?
 - Yes. We have partnered with the vendor Culture Amp to ensure responses remain confidential and are not added to personnel files.
 - HR will share aggregate local data and feedback with units/schools once data thresholds have been met to maintain anonymity.
- Who is Culture Amp and what do they do as part of the off-boarding procedure?
 - Northwestern has partnered with Culture Amp, an employee experience vendor, to create a confidential exit survey to enhance the effectiveness of the off-boarding process.
- Can I review the results of this exit survey? What will HR or my manager/supervisor do with the survey results?
 - Individual responses will not be available for review.
 - All responses will be combined and are strictly confidential. Once data thresholds are met, HR will share unit/school-specific data with their respective leadership.
- Will the new exit survey replace any current internal department procedures for off-boarding?
 - The exit survey is an additional tool to gain feedback and insight as to why employees voluntarily leave Northwestern.
 - Units/Schools can still follow current off-boarding procedures.
- What is the off-boarding procedure? Where can I find more information regarding this?
 - The [off-boarding procedure](#) includes all steps needed to successfully separate an employee. Supervisors should use the [Employment Termination Checklist](#) for a smooth off-boarding transition for separating employees.
- What does the supervisor do as part of the off-boarding procedure?
 - Once the supervisor has been notified by the employee of their intent to separate, the supervisor should immediately notify their department's HR Business Partner. Supervisors will follow the University's off-boarding procedure, and can use the [Employment Termination Checklist](#).
- Do I need to submit termination paperwork for employees leaving one department for a new role in another department within Northwestern?
 - Termination paperwork is not necessary for internal transfers/promotions.
- What does Human Resources do as part of the off-boarding procedure?
 - Human Resources establishes and enforces the procedures for successful off-boarding, initiates online exit surveys via Culture Amp, and processes the termination request through OnBase.
- Who do I contact for off-boarding information, questions, or problems?

- Please contact your assigned HR Business Partner for any questions or concerns.

We appreciate you taking the time to respond to the exit survey. Your feedback is important to us. We hope you will consider Northwestern again in the future of your career journey!