

# Reclamation Manual

## Directives and Standards



IN REPLY REFER TO:

D-4310  
PER-1.10

### United States Department of the Interior

BUREAU OF RECLAMATION  
RECLAMATION SERVICE CENTER  
PO Box 25007  
Building 67, Denver Federal Center  
Denver, Colorado 80225-0007

#### MEMORANDUM

To: \_\_\_\_\_  
(Name of separating employee)

From: (Name of Director)  
Director, Diversity & Human Resources

Subject: Exit Interview Questionnaire

Your input is important to us! Based on your decision to leave the Bureau of Reclamation we would greatly appreciate your taking some time to reflect on your experiences with us and participate in our exit interview survey designed to give employees the opportunity to provide confidential, candid feedback about the factors which influenced their decision to leave. This information will be used to evaluate and improve our work environment.

Your responses will be directed to an organization outside of Diversity & Human Resources which will process results using software designed to store, track, and analyze responses. Individual responses will not be provided to managers or supervisors; rather, results will be made available in terms of statistical data such as the following:

“X number of women respondents rated this item as 3, a significant factor in their decision to leave”

or

“X number of respondents in the Mid-Pacific Region rated this item as 4, the principal factor in their decision to leave”

Throughout the survey there are opportunities to provide narrative comments. These comments may be provided to further explain responses to specific questions, but will not be identified as belonging to particular individuals.

There are a few ways you can participate in this survey:

- Internet:

You may access the questionnaire on line at <http://www.usbr.gov/hr/exitsurvey/hroexit.htm>.

## Reclamation Manual

### Directives and Standards

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2

Instructions for completing and submitting the confidential survey are provided and your responses will be directed to a database for tracking trends and statistical analysis to identify areas of concern or praise.

- Written form:

You may complete the attached questionnaire and return it in the postage and fees paid return envelope provided. Returned responses will be input into the database so they may be included along with responses submitted via the Internet.

- Personal/telephone interview:

If you wish to personally speak with someone to provide responses or additional information, please contact the Human Resources Policy Management Team at (303) 445-3616 to arrange for a staff member to contact you at a time convenient for you.

You may complete the survey, request a personal interview, or do both. If you have any questions, please contact the Policy Management Team at (303) 445-3616.

Thank you very much for your participation.

Attachments

## Reclamation Manual

Directives and Standards

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EMPLOYEE EXIT

### Bureau of Reclamation EXIT SURVEY

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Your input is important to us! Considering your decision to leave, the Bureau of Reclamation would greatly appreciate your taking some time (probably 15 minutes or less) to reflect on your experiences with us and participate in our exit interview survey designed to give employees the opportunity to provide confidential, candid feedback about the factors which influenced their decision to leave. This information will be used to evaluate and improve our work environment.

You may complete the survey or have an interview or do both. If you have any questions or want to schedule an interview, please contact the Human Resources Policy Management Team at 303-445-3616.

Thank you very much for your participation.

Please feel free to skip any items that make you feel uncomfortable.

# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### PERSONAL BACKGROUND

1. What is your gender?

- Male
- Female

2. What is your race/national origin?

- White, not Hispanic
- Black, not Hispanic
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Other
- Two or more of the above choices

3. What is your age?

- Less than 20 years of age
- 20 - 39 years of age
- 40 - 55 years of age
- 56 years of age or older

4. In which organization did you work?

- DHRO
- MSO
- TSC
- Commissioner's Office
- Office of Policy
- PN Region
- MP Region
- LC Region
- UC Region
- GP Region
- Other

5. Do you have a physical impairment that requires a special accommodation?

- Yes
- No

6. Which of the following best describes the personnel action associated with your leaving?

- Resignation - leaving the workforce
- Resignation - leaving for other employment outside Federal Gov't
- Retirement
- Transfer to another Federal agency
- Temporary appointment expired/ended

## Reclamation Manual

### Directives and Standards

#### EMPLOYEE EXIT

**7. In which of the following groups was your position included?**

- GS-100 Miscellaneous Occupations (Social Science, Economist, Geographer, Historian, Recreation, Archeologist, Student Trainee, etc.)
- GS-200 Personnel Management & Industrial Relations
- GS-300 General Administrative, Clerical & Office Services
- GS-400 Biological Sciences
- GS-500 Accounting and Budget
- GS-600 Medical and Public Health
- GS-800 Engineering and Architecture
- GS-900 Legal and Kindred
- GS-1000 Inform. & Arts (Photo, Pub Affrs, Exhibits, Museum, Illus., Aud/Visual, Writer-Editor, Edit. Asst., Contr. & Repymt, Compliance, Concessions, Grants, Realty, Rev Mgt, Space & Bldgs, Procurement, Property Disp, Purch, Pub Util. etc.)
- GS-1300 Physical Sciences
- GS-1400 Library and Archives
- GS-1500 Mathematics & Statistics
- GS-1600 Equipment, Facilities and Services
- GS-1700 Education
- GS-1800 Investigations
- GS-2000 Supply
- GS-2100 Transportation
- Trade & Craft positions (Bargaining Board, Federal Wage System, etc.)

**8. What is your grade/pay level?**

- GS-7 & below
- GS 9-12
- GS-13 & above (or SES)
- Wage Grade or Bargaining Board

**9. Which of the following categories describes your position?**

- Professional (requires knowledge of field of science or learning characteristically acquired through education equivalent to Bachelor's degree or higher, with major study in specialized field as distinguished from general education)
- Administrative occupations (typically positions in two-grade interval pattern through GS-11)
- Clerical (typically follows one-grade interval pattern)
- Technical (typically associated with and supportive of professional or administrative field, nonroutine in nature; follows one-grade interval pattern)
- Other (occupations not related to above; predominantly fire prevention, police, guard, correctional; trades and crafts)

## Reclamation Manual

Directives and Standards

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EMPLOYEE EXIT

**10. How long did you work for Reclamation? (If you previously worked for Reclamation and returned, how long did you work for Reclamation in this last appointment?)**

- Less than 1 yr
- 1-5 yrs
- 6-15 yrs
- more than 15 yrs

**11. If you are transferring to another position, is your new position a:**

- Downgrade/lower rate of pay
- Same grade/rate of pay
- Promotion/higher rate of pay

# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### COMPENSATION

In the following series of questions regarding factors that influenced your decision to leave Reclamation, please consider the following scale:

- 0 = Not a factor
- 1 = Somewhat of a factor
- 2 = A factor, but not the only factor
- 3 = A significant factor
- 4 = The principal factor

12. To what degree were any of the following a factor in your leaving Reclamation?

- Amount of base pay
- Special salary rates
- Amount of awards
- Inequity in giving awards
- Health insurance
- Life Insurance
- Retirement Plan
- Thrift Savings Plan
- Compensation for moves
- Leave Benefits
- Other (explain in following question)

13. Please provide any comments that may help us understand your ratings to previous question.

		▲
		▼
◀		▶

# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### Quality of Worklife

- 0 = Not a factor
- 1 = Somewhat of a factor
- 2 = A factor, but not the only factor
- 3 = A significant factor
- 4 = The principal factor

14. To what degree were any of the following a factor in your leaving Reclamation?

- |   |  |
|---|--|
| <input type="checkbox"/> Insufficient job recognition                 | <input type="checkbox"/> Unhealthy work environment  |
| <input type="checkbox"/> Day care needs                               | <input type="checkbox"/> Unsafe working conditions   |
| <input type="checkbox"/> Elder care needs                             | <input type="checkbox"/> Skills not fully utilized   |
| <input type="checkbox"/> Adequacy of family/maternity leave           | <input type="checkbox"/> Length of commute   |
| <input type="checkbox"/> Too much stress                              | <input type="checkbox"/> Amount of family separation/travel  |
| <input type="checkbox"/> Too much red tape                            | <input type="checkbox"/> Overtime requirements   |
| <input type="checkbox"/> Lack of meaningful work                      | <input type="checkbox"/> Poor morale   |
| <input type="checkbox"/> Lack of satisfaction/fulfillment from my job | <input type="checkbox"/> Pursuit of full time education  |
| <input type="checkbox"/> Unsatisfactory work schedule                 | <input type="checkbox"/> Personal choice not related to any concerns or dissatisfaction w/above topics |
| <input type="checkbox"/> Inadequate physical space                    | <input type="checkbox"/> Other (Please explain in following question)                                  |

15. Please provide any comments which may be helpful in understanding your ratings in previous question.



# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### MANAGEMENT AND ORGANIZATION

- 0 = Not a factor
- 1 = Somewhat of a factor
- 2 = A factor, but not the only factor
- 3 = A significant factor
- 4 = The principal factor

16. To what degree were any of the following a factor in your leaving Reclamation?

- |   |  |
|---|--|
| <input type="checkbox"/> Too little staff for work assigned       | <input type="checkbox"/> Quality of supervision/management                 |
| <input type="checkbox"/> Too much staff for work assigned         | <input type="checkbox"/> Relationship with supervisor                      |
| <input type="checkbox"/> Organization too political               | <input type="checkbox"/> Lack of authority                                 |
| <input type="checkbox"/> Inadequate communication among staff     | <input type="checkbox"/> Little participation in decision making           |
| <input type="checkbox"/> Inadequate communication from management | <input type="checkbox"/> Too many reorganizations                          |
| <input type="checkbox"/> Favoritism                               | <input type="checkbox"/> Unfairness in promotions/selections for positions |
| <input type="checkbox"/> Quality of cooperation with peers        | <input type="checkbox"/> Other (Please explain in following question)      |

17. Please provide any comments which may be helpful in understanding your ratings in previous question.

# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### TRAINING AND DEVELOPMENT

- 0 = Not a factor
- 1 = Somewhat of a factor
- 2 = A factor, but not the only factor
- 3 = A significant factor
- 4 = The principal factor

18. To what degree were any of the following a factor in your leaving Reclamation?

- |   |  |
|---|--|
| <input type="checkbox"/> Inadequate information about career tracks and opportunities | <input type="checkbox"/> Lack of support for participation in professional development opportunities |
| <input type="checkbox"/> Availability of training and development                     | <input type="checkbox"/> Lack of adequate tools to do the job  |
| <input type="checkbox"/> Inadequate training  | <input type="checkbox"/> Lack of assignment to jobs I need for technical/professional development    |
| <input type="checkbox"/> Lack of career advancement                                   | <input type="checkbox"/> Other (Please explain in following question)                                |

19. Please provide any comments which may be helpful in understanding your ratings in previous question.

# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### EEO FACTORS

- 0 = Not a factor
- 1 = Somewhat of a factor
- 2 = A factor, but not the only factor
- 3 = A significant factor
- 4 = The principal factor

20. To what degree were any of the following a factor in your leaving Reclamation?

- Discrimination at work
- Sexual harassment at work
- Resolution of complaints and grievances
- Fairness and equity of my treatment
- Other

21. I felt discrimination at work based on

- Race       Disability
- Color       National Origin
- Gender       Sexual Orientation
- Age       Status as a Parent
- Religion       I did not feel discrimination at work based on any of these factors

22. Please provide any comments which may help us understand your response to the previous two questions.

# Reclamation Manual

## Directives and Standards

EMPLOYEE EXIT

### OTHER FACTORS

- 0 = Not a factor
- 1 = Somewhat of a factor
- 2 = A factor, but not the only factor
- 3 = A significant factor
- 4 = The principal factor

23. To what degree were any of the following a factor in your leaving Reclamation?

- |   |   |
|---|---|
| <input type="checkbox"/> Unfairness of performance appraisals                           | <input type="checkbox"/> Spousal employment                           |
| <input type="checkbox"/> Too much concern with quantity over quality of work performed  | <input type="checkbox"/> Need to relocate                             |
| <input type="checkbox"/> Extended illness, incapacitation, or physical disqualification | <input type="checkbox"/> Other (Please explain in following question) |
| <input type="checkbox"/> Quality of union representation                                |   |

24. Please provide any comments that may help us understand your response to the previous question.

	▲
	▼
◀	▶

25. What did you like best about working for Reclamation?

	▲
	▼
◀	▶

26. Would you recommend Reclamation as an employer?

- Yes
- No

27. Why or why not?

	▲
	▼
◀	▶

28. What change (if any) would have influenced you to remain at Reclamation?

	▲
	▼
◀	▶

# Reclamation Manual

## Directives and Standards

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EMPLOYEE EXIT

29. If you are leaving to accept another position, is there some benefit or option available with your new employer that was not available with Reclamation?

- Yes
- No

30. Please explain.

31. General Comments: