DOE Form 3250.1
(10-07)

U.S. DEPARTMENT OF ENERGY

EXIT INTERVIEW

PRIVACY ACT STATEMENT
(Public Law 93-579)

The authority for requesting this information is derived from Public Law 95-91 (the Department of Energy Organization Act) which authorizes the Department of Energy to select and employ such officers and employees as are necessary to perform the functions vested in DOE. The information requested is intended for use by DOE personnel officials in evaluating the effectiveness of the human capital management program of DOE. Completion of this form is voluntary. However, if the employee fails to appear for the exit interview, the final paycheck may be delayed until such time as information on outstanding obligations to the Agency can be obtained.

1. EMPLOYEE'S NAME (Optional)	2. TITLE	3. SCHEDULE, SERIES, GRADE
4. ORGANIZATION	5. DUTY STATION	6. LENGTH OF SERVICE AT DOE

7. REASON(S) FOR LEAVING

☐ Federal Employment (Promotion)	☐ Career Growth	☐ Supervision
☐ Federal Employment (Lateral)	☐ Family Reasons	☐ Working Environment
☐ Private Sector Employment	☐ Health Reasons	☐ Workload
☐ Retirement	☐ Involuntary Separation	Other (Specify)_____
☐ Educational Pursuits	☐ Office Morale	Other (Specify) _____
☐ Military Service	☐ Nature of Work	Other (Specify) _____

8. WHAT ATTRACTED YOU TO YOUR NEW POSITION/OPPORTUNITY? (Check all that apply)

☐ Benefits	☐ Personal Growth	☐ Mission
☐ Challenge	☐ Professional Growth	☐ Working Environment
☐ Compensation	☐ Relocation	Other (Specify) _____
☐ Commute	☐ Responsibility	Other (Specify) _____

9. WERE YOU TREATED FAIRLY WHILE EMPLOYED WITH DOE?

☐ All of the time ☐ Most of the time ☐ Some of the time ☐ Rarely or Never

10. RATE THE EFFECTIVENESS OF COMMUNICATION WITHIN YOUR ORGANIZATION.

☐ Above average ☐ Average ☐ Below average ☐ Poor

11. RATE DOE AS A FAMILY FRIENDLY PLACE TO WORK.

☐ Above average ☐ Average ☐ Below average ☐ Poor

12. WERE YOU ADEQUATELY TRAINED FOR YOUR JOB? ☐ Yes ☐ No (If No, what additional training was needed?)

13. WHAT DID YOU LIKE THE MOST ABOUT WORKING FOR DOE?

14. WHAT DID YOU LIKE THE LEAST ABOUT WORKING FOR DOE?

15. WOULD YOU CONSIDER WORKING FOR DOE IN THE FUTURE? ☐ Yes ☐ No

16. WOULD YOU RECOMMEND EMPLOYMENT IN DOE TO A FRIEND? ☐ Yes ☐ No

17. OTHER COMMENTS OR SUGGESTIONS:

18. SIGNATURE (Optional)	19. DATE

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM.

PLEASE RETURN THIS FORM TO YOUR SERVICING HUMAN RESOURCES OFFICE

HEADQUARTERS EMPLOYEES ARE REQUIRED TO COMPLETE THE HQ F 3293.1 EMPLOYEE FINAL SEPARATION CLEARANCE

Staff Use

20. EXIT INTERVIEW CONDUCTED BY:	21. DATE

22. Transfer Separation from Federal Service Retirement Other