

Employee Exit Questionnaire

STATE BOARD OF EQUALIZATION
Employee Exit Questionnaire

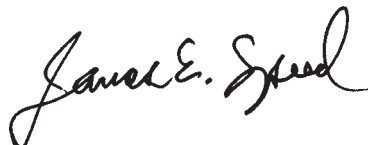
A Message from the Executive Director

I am privileged to be associated with the many hard-working, skilled people who are vital to the success of the State Board of Equalization (BOE). Employee services to the public and this agency are a valued and important asset that is diminished when people leave. You are reading this message now because you are either taking a new position at the BOE or leaving this agency.

I hope you will take the time to fill out this questionnaire. Its purpose is to find out why people leave the BOE and what could be done to make this agency a better workplace. Your participation is very important because the responses of all who participate will be used to make positive changes that affect everyone who works at the BOE. Please use the comment box on the last page to expand on your responses or to cover concerns or issues not addressed in the questionnaire. Attach additional sheets of paper if you run out of room.

This questionnaire takes about 20 minutes to complete. If you work at Headquarters, you may use the Equal Employment Opportunity (EEO) Office's private room to complete the questionnaire. When finished, you can leave the questionnaire in the room. You may also use an available quiet room or conference room, or complete it in the privacy of your home and mail it to the EEO Office. EEO will keep your completed questionnaire **confidential**. Responses and comments will be summarized and reported in such a manner as to keep contributors' identities confidential.

Thank you for your valuable services at the BOE and for taking time to complete this questionnaire. I congratulate you and wish you success in your new job!



James E. Speed

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Please answer the following questions about your employment at the Board of Equalization (BOE).

1 How satisfied are you with your overall experience of working at the BOE?

(Circle one number)

1. Very satisfied
2. Satisfied
3. Neither satisfied nor dissatisfied
4. Dissatisfied
5. Very dissatisfied

2 What is your opinion of the following career development options at BOE? (Circle one number for each item)

	EXCELLENT	GOOD	AVERAGE	FAIR	POOR	DOESN'T APPLY
Promotional prospects	1	2	3	4	5	8
Frequency of exams	1	2	3	4	5	8
Quality of exams	1	2	3	4	5	8
Fairness of examination process	1	2	3	4	5	8
Quality of on-the-job training	1	2	3	4	5	8
Quality of BOE's compliance classes	1	2	3	4	5	8
Quality of BOE's audit classes	1	2	3	4	5	8
Quality of BOE's other classes	1	2	3	4	5	8
Job rotation*	1	2	3	4	5	8
Job restructuring**	1	2	3	4	5	8
Availability of Training and Development Assignments***	1	2	3	4	5	8

3 How important were these same factors to your satisfaction with employment at BOE?

		VERY IMPORTANT	FAIRLY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DOESN'T APPLY
Promotional prospects	1	2	3	4	5	8
Frequency of exams	1	2	3	4	5	8
Quality of exams	1	2	3	4	5	8
Fairness of examination process	1	2	3	4	5	8
Quality of on-the-job training	1	2	3	4	5	8
Quality of BOE's compliance classes	1	2	3	4	5	8
Quality of BOE's audit classes	1	2	3	4	5	8
Quality of BOE's other classes	1	2	3	4	5	8
Job rotation*	1	2	3	4	5	8
Job restructuring**	1	2	3	4	5	8
Availability of Training and Development Assignments***	1	2	3	4	5	8

* Movement within the same classification that provides the employee with the opportunity to change work assignments within a unit or between units or divisions.

** A way of accommodating a qualified employee with a disability by eliminating nonessential functions that work against the disability and by modifying work schedules, sites, and tasks.

*** A Training and Development (T&D) assignment is a temporary appointment to a position with job responsibilities that differ from those of your current position while retaining your current classification and salary.

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4 How satisfied were you with your most recent job?

1. Very satisfied
2. Satisfied
3. Neither satisfied nor dissatisfied
4. Dissatisfied
5. Very dissatisfied

5 How useful to you were probation reports you received during your most recent probation at BOE?

1. Very useful
2. Fairly useful
3. Somewhat useful
4. Not useful
5. Doesn't apply

6 How useful to you were annual performance appraisals you received during your employment at this job?

1. Very useful
2. Fairly useful
3. Somewhat useful
4. Not useful
5. Never received one

7 How helpful was your most recent supervisor in assisting you with developing your career?

1. Very helpful
2. Fairly helpful
3. Somewhat helpful
4. Not helpful

8 How satisfied were you with the amount of training you received during your employment at BOE?

1. Very satisfied
2. Satisfied
3. Neither satisfied nor dissatisfied
4. Dissatisfied
5. Very Dissatisfied

9 How important were these working conditions to your job satisfaction?

	VERY IMPORTANT	FAIRLY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DOESN'T APPLY
On-the-job training time	1	2	3	4	8
Amount of supervision	1	2	3	4	8
Frequency of communication with supervisor	1	2	3	4	8
Your workload amount	1	2	3	4	8
Frequency of travel required	1	2	3	4	8
Length of trips	1	2	3	4	8
Length of work commute	1	2	3	4	8

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Please answer the following questions about your separation from your position or BOE.

10 What is the nature of your separation? (Circle one number)

1. Transfer to another BOE unit
2. Promotion to another BOE unit
3. Transfer to another state agency
4. Promotion to another state agency
5. Other public sector employment (*federal, another state, county, city*)
6. Private sector employment (*includes non-profits*)
7. Regular retirement from state service
8. Disability retirement from state service
9. Other → **Skip to Question 12.**

11 To what extent did the following benefits or circumstances of your new job play a part in your decision to leave? (Circle one number for each item)

	NO PART	SMALL PART	SOME PART	GREAT PART	DOESN'T APPLY
Higher pay	1	2	3	4	8
Better health benefits (includes health, vision and dental)	1	2	3	4	8
Better retirement plan	1	2	3	4	8
Stock options	1	2	3	4	8
More challenging work	1	2	3	4	8
More promotional opportunities	1	2	3	4	8
Better training opportunities	1	2	3	4	8
Employer-provided tuition for self or children	1	2	3	4	8
Option of flexible work schedule	1	2	3	4	8
Option of telecommuting	1	2	3	4	8
Better quality equipment (includes computers)	1	2	3	4	8
Employer-provided free or lower-cost child care	1	2	3	4	8
More child care slots open at employer's facility	1	2	3	4	8
Closer to child care provider (includes relatives)	1	2	3	4	8
Free or lower-cost parking at or near job site	1	2	3	4	8
More parking slots available at or near job site	1	2	3	4	8
Better public transportation to job site	1	2	3	4	8
Shorter commute	1	2	3	4	8
Better facilities	1	2	3	4	8
More accessible to eateries and businesses	1	2	3	4	8

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12 To what extent did the following conditions play a part in your decision to leave?

	NO PART	SMALL PART	SOME PART	GREAT PART	DOESN'T APPLY
CAREER AT BOE					
Too little work fulfillment	1	2	3	4	8
Work not useful enough	1	2	3	4	8
Poor use of your skills	1	2	3	4	8
Poor chances to improve skills	1	2	3	4	8
Lack of promotional opportunities	1	2	3	4	8
Lack of lateral transfer opportunities	1	2	3	4	8
Too little independence on the job	1	2	3	4	8
Too few exams	1	2	3	4	8
Poor quality exams	1	2	3	4	8
Unfair examination process	1	2	3	4	8
Poor quality of on-the-job training	1	2	3	4	8
Poor chance of getting formal training	1	2	3	4	8
Poor quality of formal training	1	2	3	4	8
WORK ENVIRONMENT AT BOE					
Workload too heavy	1	2	3	4	8
Work schedule too inflexible	1	2	3	4	8
Too much overtime	1	2	3	4	8
Unfair overtime practices	1	2	3	4	8
Too much job-required travel	1	2	3	4	8
Work commute too long	1	2	3	4	8
Lack of equipment	1	2	3	4	8
Poor quality of equipment	1	2	3	4	8
Unsuitable work area	1	2	3	4	8
Unsuitable work location	1	2	3	4	8
Unsafe working condition(s)	1	2	3	4	8
Denial of Reasonable Accommodation	1	2	3	4	8
Denial of Workers' Compensation	1	2	3	4	8
Denial of a grievance or complaint	1	2	3	4	8

Question 12 continued on next page

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Question 12 continued

To what extent did the following conditions play a part in your decision to leave?

	NO PART	SMALL PART	SOME PART	GREAT PART	DOESN'T APPLY
PEOPLE AT BOE					
Not enough coaching from supervisor	1	2	3	4	8
Not enough feedback from supervisor	1	2	3	4	8
Too little supervision	1	2	3	4	8
Poor quality supervision	1	2	3	4	8
Conflicts with supervisor	1	2	3	4	8
Supervisor's failure to follow up on issues	1	2	3	4	8
Too little support from mid-level managers	1	2	3	4	8
Too little support from high-level managers	1	2	3	4	8
Not enough recognition from supervisor	1	2	3	4	8
Not enough recognition from managers	1	2	3	4	8
No clear sense of direction from management	1	2	3	4	8
Management priorities unsound	1	2	3	4	8
Poor communication of agency priorities	1	2	3	4	8
Poor relationships with co-workers	1	2	3	4	8
Low morale of staff in your unit	1	2	3	4	8
Favoritism*	1	2	3	4	8
Nepotism**	1	2	3	4	8
Disrespectful treatment	1	2	3	4	8
Discrimination	1	2	3	4	8
Sexual harassment	1	2	3	4	8
Threats	1	2	3	4	8
PERSONAL SITUATION					
Family obligations	1	2	3	4	8
Pursue formal education	1	2	3	4	8
Personal or medical reasons	1	2	3	4	8
OTHER					
	1	2	3	4	8

* Being unfairly partial to a person or persons.

**Favoritism shown to relatives, especially in appointments to desirable positions or classifications.

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13 What is your effective date of separation? (Write in the date. If you don't know the exact date, use the first day of the month of your separation.)

Month	Day	Year						
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14 How long have you worked for BOE? (If you worked less than one month in the capacity indicated, write the number of days you worked. If you worked less than one year but more than one month, write the number of months. If you worked one or more years, write the number of years. Then circle the number that indicates days [1], months [2], or years [3].)

	Write in number		Days	Months	Years			
With BOE	<table border="1" style="display: inline-table; width: 30px; height: 30px;"> <tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr> </table>			1	2	3	← Circle one number
In your current position	<table border="1" style="display: inline-table; width: 30px; height: 30px;"> <tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr> </table>			1	2	3	
In your current classification	<table border="1" style="display: inline-table; width: 30px; height: 30px;"> <tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr> </table>			1	2	3	

15 What was your civil service status at the time of separation?

Tenure	Time Base
1. Permanent	1. Full Time
2. Limited Term	2. Part Time
3. Temporary Authorization (Tau)	3. Intermittent

16 What best describes the general category of your classification at the time of separation?

1. Clerical (Examples: Key Data Operator, Office Assistant, Secretary)
2. Technical (Examples: Accounting Technician, Information Systems Technician, Tax Technician)
3. Analytical (Examples: Asso. Governmental Program Analyst, Budget Analyst, Systems Analyst)
4. Professional (Examples: Auditor, Business Taxes Rep., Property Appraiser, Tax Counsel)
5. Supervisory or Managerial

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17 Where in BOE were you employed at the time of your separation? (Circle your department or area and one number for your division.)

• **ADMINISTRATION DEPARTMENT**

1. Return Analysis and Allocation Division
2. Policy Planning and Evaluation Division
3. Financial Management Division
4. Personnel Management Division
5. Administrative Support Division

• **PROPERTY TAXES DEPARTMENT**

6. Policy Planning and Standards Division
7. County Property Tax Division
8. Valuation Division

• **SALES AND USE TAX DEPARTMENT**

9. Headquarters Operations Division
10. Program Planning Division
11. Field Operations Division (*includes District Offices*)

• **SPECIAL TAXES DEPARTMENT**

12. Environmental Fees Division
13. Excise Taxes
14. Fuel Taxes

• **EXECUTIVE AND BOARD MEMBER OFFICES**

15. Legal Division
16. Board Proceedings Division
17. Agency Planning and Research Division
18. Customer and Taxpayer Services Division
19. Legislative Division
20. Taxpayers' Rights and Equal Employment Opportunity Division
21. Internal Security and Audit Division
22. Technology Services Division
23. Investigations Division
24. Executive Director's Office
25. Board Member's Office

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For statistical purposes, please answer the following questions about yourself.

18 What is your gender?

1. Female
2. Male

19 What is your age?

1. Under 21 years
2. 21 to 39 years
3. 40 to 69 years
4. 70 or more years

20 With which ethnic group do you most closely identify? (Circle one number)

1. **AMERICAN INDIAN / ALASKAN NATIVE** – Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ENTER TRIBAL IDENTIFICATION OR AFFILIATION

2. **ASIAN** – Asian Indian, Cambodian, Chinese, Japanese, Korean, Laotian, and others having origins in the Far East, Southeast Asia, and Indian Subcontinent
3. **BLACK** – Persons having origins in any of the black racial groups of Africa.
4. **FILIPINO** – Persons having origins in any of the original peoples of the Philippine Islands.
5. **PACIFIC ISLANDER** – Guamanian, Hawaiian, Samoan, and others having origins in the Pacific Islands
6. **WHITE** – Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
7. **OTHER** _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE!

Please use the back cover to write your comments

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Please use the back cover to write your comments

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Please use this space to write your comments!

Mail or drop off your completed questionnaire to:
Board of Equalization, Equal Employment Opportunity Office
450 N Street MIC:51
Sacramento, CA 95814