

To: UCR Staff Member – [*Enter Staff Members Name*]

From: University of California, Riverside – Human Resources

Re: Exit Survey – Requesting Your Feedback

Dear [*Enter Staff Members Name*],

As you leave your position at UC Riverside (UCR), we would like to give you the opportunity to share your honest opinions about UCR by completing a confidential exit survey. We believe you have a unique perspective on the work environment and will be able to provide information about what you found valuable and what we can improve.

The survey is being conducted by a third party provider (Gartner), and is accessible via the internet. You may use a computer, tablet, or a smart phone with internet access to complete the survey.

**Please complete the survey before your last day of employment; it will take approximately 10 minutes to complete.**

You can access the survey site in two ways:

1. click on the URL/hyperlink provided below; or
2. enter the URL in the address location window of your web browser (Internet Explorer, Google Chrome, Firefox, etc.).

**Survey link:** <https://pulse.gartner.com/Pulse/Player/Start/15095/0/30183252-ecb4-4eeb-9d8f-ac232a243486>

Again, your responses to the survey are completely confidential. UCR will not receive any individual results. Your answers will be combined with those of other departing staff members at UCR for analysis. If you have any questions, please email careers@ucr.edu.

We wish you all the best in your future endeavors.