

## Exit Interview

Date of Interview: May 24

Employee: Micah Miller-Eshleman

Job Assignment: Web Designer/Developer

Date of Employment: April 2014 (Salaried in September 2014)

Date of Termination: May 31, 2017

How long in this position: 3 years

List other jobs held at GC: none

Primary reason for Leaving: To continue to push myself to learn JavaScript and to get experience using a different stack.  
To be mentored by senior developers in a junior role, rather than an expert role.

Future Plans: Moving to Portland, OR.

What were the most enjoyable parts of the job? The creative independence to build things other people enjoy using.  
Being part of a fun, flexible, forward-thinking team that provides feedback and direction but doesn't micro-manage my work.

What were the least favorite? Routine content and form updates. Working with an outdated payment processor (Authorize.net)

Evaluate the workload: Manageable as long as you're able to re-use content, use automated processes and say "no" to the majority of requests to build new features on the website. Significant evening and weekend reading is necessary to stay up-to-date in the field.

Describe your relationship with your supervisor: Very good. Dominique defines my top priorities but doesn't meddle too much in the details. She (and the rest of the team) provide candid feedback on my design decisions, which is critical to quality design work.

How were your relationships with co-workers? Very good. Everybody feels a bit overworked but relationships don't feel stressed.

How satisfactory were your pay and benefits? Enough for me (I'm single and 24 years old), but very low compared to comparable positions in the area. You definitely need to sell the mission and environment of the job.

What should your replacement be aware of? To be successful, you must be respected by faculty members and other departments on campus, so that you can say "no" to most of their requests and still maintain good relationships.

How satisfied were you with your chance to advance and/or learn new skills? I appreciated the opportunity to attend a web dev conference each year. This contributed significantly to my job satisfaction. Most of my learning was independent reading though.

What is your assessment of the mission and direction of the college? I don't have a good outsider's perspective, but I enjoy working at Goshen College and think the direction (enrollment-focused) is a necessary thing and am glad we're meeting our goals.

Other comments: It's been great working here.

## GOSHEN COLLEGE

### Employee Exit Review Checklist

Name:	<u>Micah Miller-Eshleman</u>	Date:	<u>May 22, 2017</u>
Position:	<u>Web Designer/Developer</u>	Department:	<u>Com-Mar</u>
Last Day:	<u>May 31, 2017</u>	Reason for Leaving:	<u>Continue learning web development</u>

Discuss and verify completion for each of the following:

**Direct supervisor is responsible to ensure that employee completes “Business” and “Other” items below and return this form to HR:**

	Discussed	Completed	Does Not Apply
<b><u>Business</u></b>			
• Personal Account, Cash Hold, etc.	<hr/>	<hr/>	X
• Return College credit card(s) – Deanna Risser	<hr/>	<hr/>	X
• Allocate all credit card expenses			X

## Human Resources

- |                                  |  |   |   |
|----------------------------------|--|---|---|
| • Benefits                       |  |   |   |
| • Continuation Coverage          |  |   | X |
| • Medical                        |  |   | X |
| • Dental                         |  |   | X |
| • Vision – end term date         |  |   | X |
| • Vacation Accrual Payout        |  |   |   |
| • Retirement                     |  | X |   |
| • Life Insurance – end term date |  |   |   |
| • FSA—Med, Dependent Care        |  |   | X |
| • Tuition Assistance             |  |   | X |

Payroll information; final check date:

- Re-Hire?
- Forwarding address

Cell phone:

### Other

- |                                                         |       |                    |       |
|---------------------------------------------------------|-------|--------------------|-------|
| • Return keys to Physical Plant                         | _____ | _____              | _____ |
| • Return ID to Security Director                        | _____ | _____              | _____ |
| • Parking sticker(s) to Security Director               | _____ | _____              | _____ |
| • Return library materials                              | _____ | _____              | _____ |
| • Return any other college property<br>(uniforms, etc.) | _____ | _____              | _____ |
| • Computer log-on inactivated                           | _____ | Comments: _____    |       |
| • E-mail account terminated/transfer                    | _____ | Transfer to: _____ |       |
| • Laptop, iPad or other device/equipment                | _____ | _____              |       |

## Human Resources Use

Exit Interview by:

Departments to Notify:

<input type="checkbox"/>	Finance (Deanna)	<input type="checkbox"/>	Physical Plant
<input type="checkbox"/>		<input type="checkbox"/>	Mail Center

- ☐ Security
- ☐ Welcome Center  
(Phone Dir.)

ITS  
ITS Media