

Exit Interview

Name of Employee: _____ Date: _____

Position Held: _____ Department: _____

Date of Hire: _____ Date of Termination: _____

Supervisor/Manager: _____

Employee's Forwarding Address: _____

Why are you leaving the company? (Check all that apply)

Primary	Secondary	
<input type="checkbox"/>	<input type="checkbox"/>	Obtained better job
<input type="checkbox"/>	<input type="checkbox"/>	Returning to school
<input type="checkbox"/>	<input type="checkbox"/>	Family concerns
<input type="checkbox"/>	<input type="checkbox"/>	Problems with supervisor/manager
<input type="checkbox"/>	<input type="checkbox"/>	Dissatisfied with hours
<input type="checkbox"/>	<input type="checkbox"/>	Dissatisfied with wages
<input type="checkbox"/>	<input type="checkbox"/>	Dissatisfied type of work
<input type="checkbox"/>	<input type="checkbox"/>	Professional level of job/Growth potential
<input type="checkbox"/>	<input type="checkbox"/>	Quantity of workload
<input type="checkbox"/>	<input type="checkbox"/>	Physical/mental condition
<input type="checkbox"/>	<input type="checkbox"/>	Workplace conditions
<input type="checkbox"/>	<input type="checkbox"/>	Problems with transportation
<input type="checkbox"/>	<input type="checkbox"/>	Other _____

What did you like **most** about your job? _____

What did you like **least** about your job? _____

Were proper training opportunities made available to you?

Yes [] No [] Comments _____

Was your supervisor fair/reasonable? If not, please explain.

Yes [] No [] Comments _____

Were you given a realistic opportunity for promotional consideration within the company?

Yes [] No [] Comments _____

Were your contributions fully realized by your supervisor and others?

Yes [] No [] Comments _____

Did the company provide you with adequate business equipment and resources?

Yes [] No [] Comments _____

Were you satisfied with the wages for the position which you held?

Yes [] No [] Comments _____

Were you satisfied with employee benefits that were made available to you?

Yes [] No [] Comments _____

Was the physical workplace comfortable, safe and/or conducive to performing your job?

Yes [] No [] Comments _____

Was the job presented to you in a realistic manner during the hiring process?

Yes [] No [] Comments _____

Do you have any suggestions for improvement? _____

Is there anything management could have done that would prevent you from leaving the company?

Comments: _____

Interviewed By: _____ Date: _____