

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

- Obtained better job
- Returning to school
- Family concerns
- Problems with supervisor/manager
- Dissatisfied with hours
- Dissatisfied with wages
- Dissatisfied type of work
- Professional level of job/Growth potential
- Quantity of workload
- Physical/mental condition
- Workplace conditions
- Problems with transportation
- 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: _____