



## Exit Interview Questionnaire - Voluntary Separation

Health Insurance Innovations would greatly appreciate your assistance in completing this Questionnaire. This information is most helpful as we continually review our employment policies and procedures. Please be assured that your answers *will not* become a part of your permanent personnel record file or affect your re-employment possibilities, should you desire to seek re-employment.

Name (optional): \_\_\_\_\_ Position: \_\_\_\_\_

Date of separation: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Manager: \_\_\_\_\_

### **REASON(S) FOR LEAVING:** (Mark as many as apply.)

- Secured a different job in different field
- Dissatisfied with pay: \_\_\_\_\_ Dissatisfied with supervisor: \_\_\_\_\_ Dissatisfied with working conditions: \_\_\_\_\_
- Relocation
- Family, Medical or Personal circumstances (please circle one)
- Education
- Other,

\_\_\_\_\_  
\_\_\_\_\_

Please rate the following from 1 to 5 — with 5 being the best.

	1	2	3	4	5
<b>Training/Onboarding</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

	1	2	3	4	5
<b>Employee Benefits</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

**Career Advancement Opportunities**

1 2 3 4 5

Comments: \_\_\_\_\_

**Leadership**

1 2 3 4 5

Comments: \_\_\_\_\_

**General working conditions**

1 2 3 4 5

Comments: \_\_\_\_\_

**Compensation**

1 2 3 4 5

Comments: \_\_\_\_\_

**Employee Wellness, Recognition and Engagement**

1 2 3 4 5

Comments: \_\_\_\_\_

Please provide any suggestions for improvement you feel could make a difference in our policies and practices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR HR USE ONLY:**

- Equipment Returned: \_\_\_\_\_ (keys, laptop, phone, etc...)
- Paychex, Outlook and Systems Deactivated: \_\_\_\_\_
- Door Codes Deactivated: \_\_\_\_\_
- Removed from Benefits/Cobra \_\_\_\_\_
- PAF signed with eligibility for rehire: \_\_\_\_\_
- Termination distro mailed on: \_\_\_\_\_
- New address, if applicable: \_\_\_\_\_