

## SAMPLE COMPANY EXIT INTERVIEW QUESTIONNAIRE

Employee:	Interviewer:
Position:	Date:

**Instructions:** The exit interview should be completed on the employee's last day of employment. An exit interview should be performed by a representative of human resources with every employee who resigns from their position.

It should be explained to the employee that exit interview notes are taken to enable Sample Company to monitor issues in the workplace. The notes are kept on a confidential basis. A complete file of exit interviews is kept separate from personnel files and is reviewed periodically.

**Questions:**

What is your reason for leaving?
Is there anything that Sample Company could have done differently that would have influenced you to stay longer with the Company?
Did you request a reference letter?  If yes, were you satisfied with your reference letter?  If no, please explain.
Do you remember receiving an orientation?  If yes, who performed the orientation?  How would you rate your orientation? (1-10) Why?

Do you believe you received adequate support from management?
If no, please explain.
Did you find your job or your work challenging and rewarding? Why?
Did your job turn into what was described to you during the job interview process?
Were Company policies and procedures explained to you?
Did you feel secure in your job? Why or why not?
Did you feel that you were treated fairly by your supervisor?
Did you receive adequate training for your job?
Do you believe you were paid what you are worth?
Were the working conditions, hours, equipment and facilities fair and adequate?
Are there any security issues we should be aware of?