

EXIT INTERVIEW

Employee Name:	Supervisor:
Job Title:	Department:
Hire Date:	Resignation Date:

1. What is your primary reason for leaving?

2. Did anything trigger your decision to leave?

3. What circumstances would have prevented your departure?

4. What did you like most about your job?

5. What did you like least about your job?

6. What did you think of your supervisor on the following points:

	Almost Always	Usually	Sometimes	Never
Resolved complaints and concerns promptly				
Listened to suggestions				
Was sensitive to employees' needs				
Was consistently fair				
Provided leadership				
Clearly communicated expectations				
Provided feedback on performance				
Provided coaching and training				
Recognized accomplishments				
Provided appropriate and challenging assignments				

7. How would you rate the company on the following:

	Excellent	Good	Fair	Poor
Compensation package				
Recruiting process				
Orientation process				
Initial training				
Personal job training				
Growth opportunities				
Physical working conditions				
Equipment provided (materials, resources, facilities)				
Keeping employees informed				
Treating employees fairly				
Upholding company values				
Morale overall				
Performance review process				
Cooperation within your division/program				
Cooperation with other divisions				
Cooperation among all employees and management				

Comments:

8. Was the work you were doing approximately what you expected it would be?

YES	NO
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Comments:

9. Was your workload usually:

Too heavy	About right	Too light
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Comments:

10. Would you recommend the company to a friend as a good organization to work for?

Most definitely	With reservations	No
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11. What suggestions do you have to make our company a better place to work?:

Comments:

Human Resources Representative_____
Employee