



EXIT INTERVIEW FORM

Terminating Employee: _____

Department/Position: _____

Interview Date: _____ Interviewer: _____

Employment Date: _____ Separation Date: _____

Type of Termination:

Voluntary Involuntary Without Notice Retirement

Reason for Termination: _____

Before making your decision to leave, did you investigate other options that would enable you to stay?

Yes No If "yes", describe: _____

What did you think of your supervision in regard to the following:

Demonstrating fair and equal treatment _____

Providing recognition on the job _____

Encouraging and listening to suggestions _____

Resolving complaints and problems _____

Developing teamwork and cooperation _____

Following policies _____

How frequently did you get feedback about your performance _____

Was feedback useful _____

Discussing your career goals _____

How would you rate the following in relation to your job:

Training you received _____

Potential for career growth _____

Variety or amount of workload _____

Feeling challenged _____

Cooperation with your department _____

Cooperation with other departments _____

Communication within your department _____

Communication within the organization as a whole _____

Communication with you and your supervisor _____

Was the job realistically presented to you when you were hired? _____

Were sufficient training opportunities made available to you? _____

Do you feel the benefit package was competitive with the marketplace? _____

How did you feel about your salary and the employee benefits?

	Excellent	Good	Fair	Poor	Comments
Base Salary	[]	[]	[]	[]	_____
Medical Plan	[]	[]	[]	[]	_____
Dental Plan	[]	[]	[]	[]	_____
Vision Plan	[]	[]	[]	[]	_____
401 k Plan	[]	[]	[]	[]	_____
Life Insurance	[]	[]	[]	[]	_____
Paid time off	[]	[]	[]	[]	_____
STD/LTD	[]	[]	[]	[]	_____
Other	[]	[]	[]	[]	_____

Are there any benefits you feel should have been offered? _____

What did you like most about your job? _____

What did you like most about the organization? _____

What did you like least about your job? _____

What did you like least about the organization? _____

What does your new job offer that your job with us does not? _____

Is there a point of uncertainty or disagreement that you've been unable to settle satisfactorily that you would like to discuss? _____

What recommendations do you have for our improvement? _____

Would you recommend us to a friend as a good place to work? _____

Why or why not? _____

Additional comments about your job or this organization:

Employee's Signature

Date