

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

Comments:

9. Was your workload usually:

Too heavy About right Too light

Comments:

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

Most definitely With reservations No

11. What suggestions do you have to make our company a better place to work?:

Comments:

Human Resources Representative

Employee