

Exit Interview

Name: _____

Position: _____

Supervisor: _____

Hire date: _____

Termination Date: _____

What made you decide to leave your current job? (Check all that apply)

Primary

Secondary

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Secured Better Job |
| <input type="checkbox"/> | <input type="checkbox"/> | Return to School |
| <input type="checkbox"/> | <input type="checkbox"/> | Family |
| <input type="checkbox"/> | <input type="checkbox"/> | Issues with Supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with Hours |
| <input type="checkbox"/> | <input type="checkbox"/> | Not satisfied with Wages |
| <input type="checkbox"/> | <input type="checkbox"/> | Disliked type of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional level of job |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantity of Work |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical Condition |
| <input type="checkbox"/> | <input type="checkbox"/> | Working Conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation Problems |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

What did you like most about your job?

What did you like least about your job?

Do you feel training opportunities were made available to you?

Yes No

Comments _____

Do you think your current supervisor was fair and reasonable? If not, please explain.

Yes No

Comments _____

Do you believe you were given access to and realistic consideration for promotional opportunities within the organization?

Yes No

Comments _____

Did you feel your contributions were appreciated by your supervisor and others?

Yes [] No []

Comments _____

Did you have the appropriate equipment and resources necessary to perform your job?

Yes [] No []

Comments _____

Was your salary satisfactory for the job you were performing?

Yes [] No []

Comments _____

Were you satisfied with the employee benefits provided?

Yes [] No []

Comments _____

Was the physical working environment comfortable and conducive to productivity?

Yes [] No []

Comments _____

Was the job realistically presented to you when you were hired or most recently changed positions?

Yes [] No []

Comments _____

Do you have any suggestions for improvement?

Are there are changes which could have been made to prevent you from leaving?

Other comments, if any:

Date Discussed: _____

Interviewer: _____