

(Insert Your Company Name Here)

Exit Interview

Name_____

Dept._____

Start Date_____

End Date_____

1. Are you leaving to take another position?
2. What specific incident(s) or factor(s) caused you to leave?
3. When first employed, were the duties and responsibilities of your job clearly explained to you?
4. Who were your supervisors?
5. What were their attributes?
6. Did your supervisor discuss your work performance with you?
7. Were the skills or abilities you possess used in your job?
8. What is your feeling regarding your salary compared to what you know of similar work elsewhere?
9. Which of the major benefit programs were the most valuable to you?
10. What questions have you had while working here which were never really answered satisfactorily?
11. If you were president of the Company, what changes would you make?
12. In summary, what do you think of our company as a place to work?

Please feel free to use the back of this paper to list any other comments you wish to make about your position with our Company, your feelings as an associate or suggestions for making our Company a better place to work.

Thank You for Your Participation

(Insert Your Name Here)

(Insert Your Position Here)