

# EXIT INTERVIEW

Employee Name \_\_\_\_\_ Reason For Termination \_\_\_\_\_

Employee Identification \_\_\_\_\_

Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Termination Date \_\_\_\_\_ Eligible for Rehire Y \_\_\_ N \_\_\_

## JOB ASSESSMENT

What is the primary reason you no longer desire to work for this company? \_\_\_\_\_

Was there a specific event that proceeded or triggered your decision to leave? \_\_\_\_\_

What about your job did you find most satisfying? \_\_\_\_\_

What about your job did you find least satisfying? \_\_\_\_\_

Are there any changes that you would make to your job? \_\_\_\_\_

Did your job duties meet your expectations? \_\_\_\_\_

Did you receive sufficient training and support to do your job? \_\_\_\_\_

Based on your experience with us, what skills do you feel are necessary to be successful in your position? \_\_\_\_\_

## WORKPLACE ASSESSMENT

How do you feel we could improve our workplace environment? \_\_\_\_\_

Did you feel that you received fair pay, benefits and other incentives? \_\_\_\_\_

What was the quality of the supervision you received and do you have any suggestions for improvement? \_\_\_\_\_

Do you think your immediate supervisor's management style was effective? \_\_\_\_\_

Do you feel that any changes should be made to the company's merit review process? \_\_\_\_\_

Between merit reviews, do you feel that you received adequate feedback about your performance? \_\_\_\_\_

Did any company policies or procedures provide obstacles that prevented you from effectively doing your job? \_\_\_\_\_

Did you experience any discrimination, harassment, or hostility from other employees while working for this company? \_\_\_\_\_