

Exit Interview

Your opinion is important to us.

Name: _____
(optional)

Supervisor: _____
(optional)

Department: _____

Position: _____



1.	Why are you leaving the company?	Personal reason	Medical benefits	Quality of supervision	Work environment
2.	Please explain your primary reason for leaving in brief detail.				
3.	Did any event trigger your decision to leave? If so, please give a brief explanation.				
4.	What did you find most satisfying about your position?				
5.	What did you find least satisfying about your position?				
6.	Is there anything that you would change about your position or do to improve it?				
7.	What is your general feeling about the company?				



8.	What did you enjoy most about the company?				
9.	What did you enjoy least about the company?				
10.	What would you recommend to improve the company?				
11.	Did you receive adequate support to effectively perform your duties?	Yes	No		
12.	Did you receive sufficient feedback about your performance?	Yes	No		
13.	Were you satisfied with the company's review process?	Yes	No		
	Did anyone in the company discriminate against or harass you, or create a hostile work environment?				
	In this section, please rate the following statements:	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
14.	I believe that I was treated like a valuable member of the company.	1	2	3	4
15.	I was told when I was doing a good job.	1	2	3	4
16.	I felt free to make suggestions that I felt would improve my performance.	1	2	3	4
	I was satisfied with the quality of the supervision that I received.	1	2	3	4
17.	The style of supervision that I received allowed me to perform my duties efficiently.	1	2	3	4
	My job duties and responsibilities were clearly defined.	1	2	3	4
18.	I received the proper training in order to perform my job effectively.	1	2	3	4



19.	My job responsibilities turned out to be what I expected.	1	2	3	4
	Employee problems and complaints were resolved fairly and promptly.	1	2	3	4
	Working here has helped me advance my career aspirations.	1	2	3	4
20.	If I had questions or concerns, I felt comfortable speaking with:				
	My supervisor(s)	1	2	3	4
	Peers	1	2	3	4
	Vendors	1	2	3	4
21.	I was kept well informed about the company, its policies and procedures, and other important information.	1	2	3	4
22.	I felt that the company provided me with job security.	1	2	3	4
Please rate the benefits that you received at the company (keeping in mind the benefits offered by other companies that you have worked for):					
In this section, please rate the following items:		Excellent	Good	Fair	Poor
Medical		1	2	3	4
Dental		1	2	3	4
Vision		1	2	3	4
Paid time off		1	2	3	4
401(k) plan		1	2	3	4
Please list any additional benefits that you would have wanted the company to offer:					

Additional comments and suggestions are encouraged.

Use the space provided below for any additional comments.

