

# EXIT INTERVIEW QUESTIONNAIRE

Employee Name: .....

Interview Date: .....

Job Title: .....

Original Start Date: .....

Manager/Supervisor: .....

Last Day of Work: .....

1. How would you describe <Company Name> as a place to work?  Excellent  Good  Satisfactory  Poor
2. Did you feel your contributions and efforts were usually acknowledged and appreciated?  Yes  No
3. Do you feel that you were treated fairly at <Company Name>?  Yes  No
4. Did you receive sufficient training to ensure you were capable and confident in your work?  Yes  No
5. Did you feel open and honest communication was encouraged?  Yes  No
6. Did you feel you had a good supervisor/manager?  Yes  No
7. Was your pay fair and reasonable for the work you were doing?  Yes  No
8. Would you recommend <Company Name> as a good place to work to your friends?  Yes  No
9. Would you consider returning to work at <Company Name> in the future?  Yes  No
10. What was the most important reason in your decision to leave?
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Working hours/schedules                  | <input type="checkbox"/> Location                         | <input type="checkbox"/> Attending school/training    |
| <input type="checkbox"/> Lack of recognition for my contributions | <input type="checkbox"/> New/better opportunity elsewhere | <input type="checkbox"/> Company policies             |
| <input type="checkbox"/> Conflict with manager/supervisor         | <input type="checkbox"/> Family/personal responsibilities | <input type="checkbox"/> Initial orientation/training |
| <input type="checkbox"/> Lack of ongoing training                 | <input type="checkbox"/> Pay or benefits                  | <input type="checkbox"/> Job security                 |
11. Additional Comments: .....

