



## Exit Interview Questionnaire

Employee

We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Your individual responses will be shared with the Department Head.

Thank you for your feedback!

### Employment information

Which department did you last work for?

What was your most recent position?

Start Date

Separation Date

Who was your most recent supervisor?

Reasons for quitting this job

Why are you leaving? Select one primary reason for leaving

Better Benefits

Check as many "other" reasons as apply

- Better Commute
- Better Benefits
- Family obligations (i.e. new baby, sick family member, et...)
- Dissatisfied with work environment
- Dissatisfied with supervisor/manager
- Lacking opportunity for advancement
- Medical- can no longer do the job
- Moved
- Military
- Offered more money at new job
- Resigned in lieu of termination
- Retired
- School
- Work Schedule
- Other (Please list):

If "Other", please specify:

Before making your decision to leave, did you investigate other options that would enable you to stay?

- Yes
- No

If "Yes", please describe:

What did you think of your supervision in regard to the following?

Demonstrated fair and equal treatment:

- Almost always
- Sometimes
- Never

Developed cooperation and teamwork:

- Almost always
- Sometimes
- Never

Resolved complaints and problems:

- Almost always
- Sometimes
- Never

Provided recognition on the job:

- Almost always
- Sometimes
- Never

Encouraged/listened to suggestions:

- Almost always
- Sometimes
- Never

Followed policies and practices:

- Almost always
- Sometimes
- Never

How would you rate the following in relation to your job?

Cooperation within your department:

- Excellent
- Good
- Fair
- Poor

Cooperation with other departments:

- Excellent
- Good
- Fair
- Poor

Communications in your department:

- Excellent
- Good
- Fair
- Poor

Communications within the organization as a whole:

- Excellent
- Good
- Fair
- Poor

Communications between you and your manager:

- Excellent
- Good
- Fair
- Poor

Job satisfaction:

- Excellent
- Good
- Fair
- Poor

Training you received:

- Excellent
- Good
- Fair
- Poor

Growth potential:

- Excellent
- Good
- Fair
- Poor



Workload, salary, and benefits

Was your workload usually:

- Too great
- Varied, but all right
- About right
- Too light

How did you feel about your salary and the employee benefits?

- Excellent
- Good
- Fair
- Poor

Are there any other benefits you feel should have been offered...

- Yes
- No

If "Yes", what?

How frequently did you get performance feedback?

What were your feelings about the performance review process?

How frequently did you have discussions with your manager about your career goals?

What did you like most about your job and/or this company?

What did you like least about your job and/or this company?

What does your new job offer that your job with this company does not?

Workload, salary, and benefits

Why is the new job/company better?

Do you have any suggestions for improvement? Have you raised them in the past?

Why or why not?

Additional comments about your job or this organization

Would you recommend this organization to a friend as a place to work?

- Yes, without reservations
- Yes, with reservations
- No

Employee Signature

Date

Signature

HR Representative- ONLY

HR Comments

HR Business Partner Signature

Date