

XXX Company

To: Human Resource Department

EXIT INTERVIEW QUESTIONNAIRE

Name: _____ Date of Birth: ____/____/____ (Month, Day, Year)

Forwarding Address/Department: _____

Telephone Number: _____ Gender: ___Male ___Female

Race: (Check one): _____African-American ___Asian ___Caucasian ___Hispanic ___Other

Position Title: _____ Job Level: _____

Name of Manager/Supervisor: _____

Regular Full Time: _____ Part Time: _____

Today's Date: ____/____/____ Last Date of Employment: ____/____/____

Date of Hire: ____/____/____ Total Length of Service: _____

I. REASON FOR LEAVING [COMPANY] (Please check all that apply)

___ Career development ___ Military service ___ Marriage, divorce, death in family

___ Working conditions ___ Location (traveling distance) ___ Return to school

___ Difficult co-workers ___ Compensation ___ Retirement

___ Personal health ___ Supervision ___ Job security

___ Relocation ___ Maternity ___ Job eliminated

___ Other (explain below)

Please explain:

II. WORK AND WORK ENVIRONMENT (Please rate the following factors.)

Strongly Disagree Disagree Neutral Agree Strongly Agree

In my current work environment:

I found my work challenging

I made a difference

I had a fair workload

I had the tools needed to do good work

Different opinions were valued

Comments:

III. LEARNING AND DEVELOPMENT (Please rate the following factors.)

Strongly Disagree Disagree Neutral Agree Strongly Agree

Opportunities for learning and development:

Within my department were adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided me with the potential for career growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributed to opportunities for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

IV. SUPERVISION (How would you rate your supervisor on the following?)

Strongly Disagree Disagree Neutral Agree Strongly Agree

My supervisor consistently:

Followed policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated me fairly and consistently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided me with recognition and praise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developed cooperation among staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitated my career development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged my suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved my complaints and issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I witnessed or saw evidence of noncompliance to rules, regulations, laws or policies and procedures in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *
I was provided with adequate compliance guidance to properly do my job in regard to following the rules, regulations, laws, policies and procedures, etc? (i.e. training,	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

orientation, in-service, etc.)

*Please explain below

**Comments for the last two questions:

Comments:

V. REWARDS (Please rate the following components of your compensation.)

	<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Neutral</u>	<u>Agree</u>	<u>Strongly Agree</u>
<i>In my current work environment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My base salary was adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My annual increases were sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The benefits package met my needs (medical, dental, retirement, education, vacation/PTO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premium pay is adequate (shift, weekend option, call back, stand by)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reward system met my needs (pay, recognition, promotions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

VI. SUMMARY (please complete the following)

What did you like *most* about working at [COMPANY]?

What work-related issues, areas, policies or benefits would you like to see improved?

Would you consider re-employment at the [COMPANY]? Why or why not?

Would you recommend [COMPANY] employment to others?

What changes would be required to attract you back to [COMPANY]?

Date: ____/____/____

Would you like a follow up call? ___Yes ___No

Employee Signature: _____

Exit Interviewer Signature: _____