

Exit Interview

Name:**Hire Date:****Company:****Position:****Termination Date:****Manager:**

What prompted you to seek alternative employment? (check all that apply)

Type of work

Quality of supervision

Compensation

Work conditions

Lack of recognition

Family circumstances

Company culture

Career advancement opportunity

Business/product direction

Other:

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

Yes

No

If "Yes," please describe.

Check which best describes your feelings about the following aspects of your employment experience at the company:

Strongly Agree

Agree

Disagree

Strongly Disagree

I find value in my job duties

My job utilized my skills & experience

I was regularly given feedback

I received good training for my job

Pay was fair for the job

Company policies were fair

Benefits program met my needs

Comments:

How did your manager perform in the following areas?

| | Almost always | Sometimes | Rarely | Never |
|--|---------------|-----------|--------|-------|
| Held employees accountable to do their jobs | | | | |
| Demonstrated fair and equal treatment | | | | |
| Provided recognition regularly or frequently | | | | |
| Fosters cooperation and teamwork | | | | |
| Encouraged/listened to suggestions | | | | |
| Resolved complaints and problems | | | | |
| Followed policies and practices | | | | |

Comments:

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

| | Excellent | Good | Fair | Poor | Comments |
|----------------|-----------|------|------|------|----------|
| Pay | | | | | |
| Medical plan | | | | | |
| Vision plan | | | | | |
| 401(k) plan | | | | | |
| Life insurance | | | | | |
| Paid time off | | | | | |
| Paid holidays | | | | | |
| STD/LTD | | | | | |
| Other | | | | | |

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

Yes No

If "Yes," what?

5. Were there any company policies or procedures that made work more difficult?

6. Is there a point of uncertainty or disagreement that you have been unable to settle satisfactorily that you would like to discuss?

Would you recommend the company to a friend or family member as good place to work?

Yes

No

If "No," why?

Additional Comments:

Documented by:

Date: