

Exit Interview

Name		Date	
Starting date		Last day of work	
Supervisor's Name		Department	
Reason for Leaving			
What were the main activities and tasks you performed in your last position?			
Was your workload (check one):			
<input type="checkbox"/> too heavy <input type="checkbox"/> too light <input type="checkbox"/> just right <input type="checkbox"/> varied			
Did you have all the necessary tools to perform your job effectively? If not, did you make your Supervisor aware of this? What was the outcome?			
Did you have a clear understanding of your role and responsibilities and how your performance was going to be measured? Suggestions?			
Did you enjoy the job? Was it interesting? Comments			
How would you describe the work environment within your department compared to others? What about the work environment within the organization as a whole? Suggestions?			

Cont'd

Exit Interview Cont'd

Were you able to develop good relationships with your coworkers? Suggestions?

Do you feel that your training was adequate? Why or why not? Who provided your training? How was it determined if you needed training? Suggestions?

Were you given as much responsibility as you felt you could handle? Suggestions?

How do you feel you were managed during your employment with us?

What did you like most about working here?

How do you feel the organization is run?

What did you like least about working here?

Cont'd

Exit Interview Cont'd

Do you feel that the salary and benefits here are fair and competitive? Suggestions?

Do you feel that you were evaluated fairly during your employment here and that the areas you were evaluated in made sense? Suggestions?

What were the factors that impacted your decision to make a change in employment?

Under what conditions would you have stayed?

Would you consider working here again in the future? Why or why not? Suggestions?

Additional comments:
