

Exit Interview Questionnaire

Please respond to the following questions candidly. This information will be held in confidence among management members. Your suggestions and answers may help us to make our company a better place at which to work.

Employee name: _____ Dept.: _____

Position: _____ Manager/Supervisor: _____

First day worked: _____ Last day worked: _____

1. What is your reason for resigning?

2. If accepting another position, indicate:

a. Company name: _____

b. Job title: _____

3. If you are going to another job, what caused you to look for other employment? What does that job offer you that your job at our company did not?

4. What were the factors that contributed to you accepting a job with our company? Were your expectations realized? Has that changed?

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5. How was your training?

6. What constructive comments would you have for management in regard to making this a better place to work?

7. What are some of the factors that helped to make your employment here enjoyable?

8. Would you recommend our company to a friend as a place to work? Why?

9. Are there any other comments you want to make?

Exit Interview Questionnaire

Please sign below to acknowledge that you received an exit interview.

Employee's Signature: _____ *Date:* _____

Interviewed by: _____ *Date:* _____

Manager's/Supervisor's Signature: _____ *Date:* _____