



Exit Interview Questions

Name of Departing Employee: _____ Date of Departure: _____

Department: _____ Current Position: _____

Supervisor: _____

Person Conducting the Interview: _____ Date: _____

1. The reason(s) that you are leaving your position is (are): [Note all that apply to the employee's situation. Number them in order of importance 1 = most important, etc.]

- | | |
|---|--|
| a. ___ Moving out of the area | f. ___ Unhappy with job duties |
| b. ___ Difficulty with work and family scheduling | g. ___ Unhappy with working conditions |
| c. ___ Limited career advancement opportunities | h. ___ Unhappy with supervision |
| d. ___ Inadequate pay | i. ___ Family responsibilities |
| e. ___ Inadequate benefits | j. ___ Pursuing new opportunities |
| | k. ___ A job offer you can't refuse |

l. ___ Other: _____

2. Please explain your reasons for leaving as noted above:

3. What could we have done differently that could have caused you to stay with us?

9. Are there any specific organization, department, human resource, supervisory practices, or working conditions that you feel are particularly beneficial to and supportive of an effective working relationship and that should be maintained? What are they?

10. How would you describe communication:

a. Throughout the organization?

b. Between managers and staff?

c. Between departments?

d. Within your department?

11. Considering everything, how would you rate your level of satisfaction with your employment here?

<i>Very Dissatisfied</i>	1	2	3	4	5	6	7	8	9	10	<i>Very Satisfied</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. Is there anything else about your experience here that you'd like to share with me?