

Exit Interview

Employee Name _____

Job Title _____

Last working day _____

Reason for exit

- Lay Off
- Personal Reasons
- Reorganization
- Retirement
- Return to School
- Other _____

Employee Comments:

Interviewer Comments:

Employee's Signature _____

Date _____

Interviewer's Signature _____

Date _____

Questionnaire

1. What are your primary reasons for leaving?

2. What did you find most satisfying about your job?

3. What did you find most frustrating about your job?

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

5. Would you consider returning to this company in the future?

6. Would you recommend this company to a friend as a good place to work?

7. Is there anything the company could have done to prevent you from leaving?
