



EXIT INTERVIEW FORM

Date: _____ Department: _____

Name: _____ Soc. Sec. No: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Original Hire Date: _____

Last Day Worked: _____ Are you moving or planning to move? Yes No

New Address (if different): _____

Are you planning on participating in our employer sponsored insurance plan? Yes No

Are you participating in our employer sponsored retirement plan? Yes No

Are you in possession of any company property? Yes No

(keys, pager, information, etc.)

Please list: _____

Is the written resignation attached* for voluntary separation? Yes No

**If not, please attach written resignation*

What is the reason for you leaving?

Where you satisfied in the following areas:

1. Your Job: *(fit w/ interests, abilities, opportunities, work load, training, etc.)*

2. Supervision & Management: *(Fairness, working environment, etc.)*

3. Company Policies & Practices: *(fairness, working, environment, etc.)*



4. Salary & Employee Benefits: *(fairness, awareness, within industry standards, etc.)*

What did you like most about working at the company?

What did you like least about working at the company?

What do you feel needs to be improved at the company?

Were you treated fairly while with the company ? If not, what was your complaint?

My reason(s) for leaving the company has nothing to do with a work-related problem or grievance.

Agree

Disagree

Is there any problem that you know about or you have heard others talk about concerning the company?

Must something change for you to come back? If yes, what?

Would you return to work at the company in the future if the opportunity were available? Yes No

If no, why

Now that we have heard about your experience with your previous employer, we'd like you to briefly share about on your experience with Servant HR. As a company, we can always grow and your thoughts help us do that.



1. Were you satisfied with your experience with Servant HR as your co-employer and HR representatives?

2. Describe your interactions with Servant HR. (Asking questions, presenting requests, submitting grievances or complaints, customer service, over the phone, email communication, overall service, etc.)

3. What do you feel needs to be improved at Servant HR?

For Office Use:

Explain final pay policy and give (or arrange for) final checks to employee: _____

Remind employee to keep company informed about address change for tax purposes:

Other comments/interviewer's assessment:

Interviewer

Date