



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 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 (keys, pager, information, etc.)? Yes __ No__

Please list: _____

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

**If not, please attach written resignation.*

What is the reason for you leaving?

Were you satisfied with:

Your job: (fit with interests, abilities, opportunities, work load, training, etc.)

Supervision and management: (fairness, competence, supportive, etc.)

Company policies and practices: (fairness, working environment, etc.)

Salary and employee benefits: (fairness, awareness, within industry standards, etc.)

What did you like *most/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 talking about concerning the company?

Remarks:

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?

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