
Exit Interview Questionnaire

Name	Department
Position	Supervisor
Hire Date	Term Date

We would like your honest and objective opinions regarding your employment at _____ . Providing information on this form is optional; however, we want you to know that any information provided will be used in a constructive, not retaliatory, manner and will not affect your employment references. Thank you for your comments...we hope to make _____ a better place to work because of them.

What is the main reason you are leaving (Company Name)?

(Please check all that apply; if more than one, please rank in the order of influence upon your decision.)

- | | |
|---|--|
| <input type="checkbox"/> Family Responsibilities | <input type="checkbox"/> Unhappy with Supervision |
| <input type="checkbox"/> Lack of Transportation | <input type="checkbox"/> Involuntary Termination |
| <input type="checkbox"/> Schedule Conflict | <input type="checkbox"/> Unhappy with Job Duties |
| <input type="checkbox"/> Unhappy with Advancement Opportunities | <input type="checkbox"/> New Job/Better Working Conditions |
| <input type="checkbox"/> New Job/Better Pay | <input type="checkbox"/> New Job/Better Benefits |
| <input type="checkbox"/> Medical Problems | <input type="checkbox"/> Other (state under comments) |

Comments:

Did you feel your work was appreciated?

Did you like your job?

How was the morale in your department?

(How most people felt about their jobs, their supervisor, the company, etc.?)

- Good Average Poor

Please explain.

Were your co-workers supportive?

How would you describe your supervisor?

Did your supervisor give you clear and understandable instructions?

Did you feel free to express your ideas and concerns with your immediate supervisor?

Did you understand, or were the goals of the department communicated to you?

How did you feel about your work schedule?

How would you describe (Company Name) benefit program?

Good Average Poor

Please explain.

Were the working conditions satisfactory?

How could they be improved?

Did you have the necessary equipment to do your job?

How do you feel about the amount of work expected of you?

Did you have sufficient opportunities to develop your capabilities at (Company Name)?

What impressed you about this company when you first accepted your position?

Has your impression changed?

What did you like the most about

your job?

your department?

the company?

What did you like the least about

your job?

your department?

the company?

What is the main factor in your decision to leave?

Would you consider employment with this company in the future?

If you have any other comments about (Company Name), feel free to elaborate openly and honestly; your comments will be appreciated.

SAMPLE

Thank you for your honest answers.