

# Exit Interview

## Employee Information

Name:

Date:

Interviewer:

Division:

Reason for leaving:

Witness:

Eligible for rehire      Yes      No      Hire Date \_\_\_\_\_      Last Day Worked \_\_\_\_\_

If you are leaving voluntarily, why?

*\*Please include copy of resignation letter*

What did you like most about your work at this company?

What did you like the least?

Did you feel you were properly placed in your work position, considering your interests and abilities?

Did you receive sufficient orientation and appropriate training as a new employee?

Was your job defined and explained to you sufficiently when you were hired?

Did you receive a written job description? If so, was it appropriate to your position?

Did you receive effective and fair supervision?

Did your department function as a team?

What did you like/dislike about your supervisor?

Did your supervision urge you to find better and more efficient ways to do your job?

# Exit Interview Attitude Survey

**PLEASE "X" THE RESPONSE THAT BEST DESCRIBES YOUR FEELINGS, USING THE KEY AS FOLLOWS**

	5 - STRONGLY DISAGREE				
	1	2	3	4	5
The work I did was what I expected to do					
My supervisors demanded less of me than I expected					
I wanted more responsibility than the company gave me					
The people I worked with were interesting and stimulating					
My co-workers were friendly and supportive					
Overall, I was satisfied with the work environment					
I had the freedom to make my own decisions					
There was too much pressure on the job					
I would recommend the company to others					
I found my work load to be excessive					
I found my work to be interesting and challenging					
I was able to make good use of my skills and abilities					
I had opportunity for training and career development					
I had ample opportunity for advancement					
My supervisor treated me fairly					
I was satisfied with my salary					
I received adequate support from the company					
My supervisor supported me adequately					
My supervisor aided me in planning a career path					
My supervisor let me know when I did a good job					
My supervisor was sensitive to my needs					
If you had two improvements to suggest for the company, what would they be?					

Do you have any suggestions which might improve workplace safety?

Employee Name:	Date:
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Employee Signature:

Interviewer Name:	Date:
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Interviewer Signature:

**EMAIL TO HUMAN CAPITAL: [HR@human-capital.com](mailto:HR@human-capital.com)**