

## EXIT INTERVIEW

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### EMPLOYEE COMMENTS (VOLUNTARY)

1. What prompted you to leave the company? \_\_\_\_\_  
\_\_\_\_\_
2. What did you enjoy most about working here? \_\_\_\_\_  
\_\_\_\_\_
3. What did you enjoy least about working here? \_\_\_\_\_  
\_\_\_\_\_
4. How were you supported by your immediate manager to achieve success? \_\_\_\_\_  
\_\_\_\_\_
5. Describe your working relationship with your supervisor. \_\_\_\_\_  
\_\_\_\_\_
6. How has this company valued and recognized your contributions?  
\_\_\_\_\_
7. Do you think the compensation you received is competitive with what others doing the same or similar jobs for other companies receive? ☐ Yes ☐ No  
  
*If no, please comment:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What could we have done to keep you here? \_\_\_\_\_  
\_\_\_\_\_

9. What suggestions do you have for the Company?

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10. If you are leaving the company for another job, we would appreciate the following information:

*New Company:* \_\_\_\_\_

*New Job Title:* \_\_\_\_\_

*Is the new job a step up for you?*    ☐ Yes    ☐ No

*Other comments:* \_\_\_\_\_

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date *(Month/Day/Year)*

\_\_\_\_\_  
Interviewers Name (printed)

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Interviewers Signature

\_\_\_\_\_  
Date *(Month/Day/Year)*