

Employee Exit Interview Form

Purpose: To gather honest feedback from departing employees to improve NexaCore's work environment, management, and retention strategies. All answers will be treated with confidentiality.

Interviewee: [Employee Name]

Job Title: [Job Title]

Department: [Department]

Date of Separation: [Date]

Interviewer (HR): [HR Name]

Date of Interview: [Date]

Section 1: Role and Responsibilities

1. Were your job description and responsibilities clearly defined and accurate?
 - ☐ Yes ☐ No ☐ Partially
 - ☐ **Comments:** [Interviewee Feedback]
2. Did you feel adequately challenged and utilized in your role?
 - ☐ [Interviewee Feedback]
3. Did you feel you had the necessary tools, resources, and training (especially in AI/Tech) to succeed?
 - ☐ [Interviewee Feedback]

Section 2: Management and Team

4. How would you rate your relationship with your direct manager?
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - ☐ **Comments (Specific examples of support or deficiency):** [Interviewee Feedback]
5. How would you describe the collaboration and morale within your immediate team?
 - ☐ [Interviewee Feedback]

Section 3: Compensation and Benefits

6. How do you feel about your overall compensation (salary, bonus, equity) relative to your role and the market?
 - ☐ [Interviewee Feedback]
7. How would you rate the NexaCore benefits package (e.g., healthcare, annual leave)?
 - ☐ [Interviewee Feedback]

Section 4: Culture and Environment

8. What did you like *most* about working at NexaCore Solutions?
 - ☐ [Interviewee Feedback]
9. What did you like *least* about working at NexaCore Solutions?

- [Interviewee Feedback]
- 10. Did you feel the company was committed to its mission of "Simplifying enterprise operations with AI-powered automation"?
 - [Interviewee Feedback]

Section 5: The Decision to Leave

- 11. What was the primary reason for your decision to leave NexaCore Solutions?
 - ☐ Career advancement ☐ Compensation/Benefits ☐ Relocation ☐ Dissatisfaction with Management/Culture ☐ Found a role closer to core interests ☐ Other:
 - **Details:** [Interviewee Feedback]
- 12. Are there any changes NexaCore could have made to encourage you to stay?
 - [Interviewee Feedback]

Interviewer Summary & Recommendations:

[HR Summary of key themes and actionable recommendations for management.]