

# 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.]