# **Exit Interview Questionnaire**

Please take a few minutes to complete this questionnaire so we can better understand your reasons for leaving. Fill out and

answer necessary information. Your comments will be held with utmost confidentiality.

## General Information

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| --- | --- | --- | --- | --- |
| Name: |  | Date Hired: |  | |
|  |  |  |  |  |
| Position: |  | Separation Date: |  | |
|  |  |  |  | |
| Department: |  | Gender: |  | |
|  |  |  |  | |
| Employment Status: |  |  |  | |

**How much did the following items factor into your decision to leave? (Please check)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Not at all** | **Small Amount** | **Moderate Amount** | **Large Amount** |
| 1. | Family circumstances |  |  |  |  |
| 2. | Personal health |  |  |  |  |
| 3. | Relocation |  |  |  |  |
| 4. | Commuting distance |  |  |  |  |
| 5. | Other employment |  |  |  |  |
| 6. | Return to school |  |  |  |  |
| 7. | Retirement |  |  |  |  |
|  |  | **Not at all** | **Small Amount** | **Moderate Amount** | **Large Amount** |
| 8. | Pay |  |  |  |  |
| 9. | Other benefits (vacation, paid holidays, etc.) |  |  |  |  |
| 10. | Group insurance or retirement benefits |  |  |  |  |
| 11. | Type of work (job content and duties) |  |  |  |  |
| 12. | Work environment |  |  |  |  |
| 13. | Work hours/schedule |  |  |  |  |
| 14. | Lack of advancement/promotion opportunity |  |  |  |  |
| 15. | Inadequate training and development |  |  |  |  |
|  |  | **Not at all** | **Small Amount** | **Moderate Amount** | **Large Amount** |
| 16. | Problems with co-workers in my department |  |  |  |  |
| 17. | Problems with supervisor |  |  |  |  |
| 18. | Unfair treatment by management |  |  |  |  |
| 19. | Problems with co-workers in other departments |  |  |  |  |
| 20. | Lack of recognition/appreciation from management |  |  |  |  |
| 21. | Top management’s actions/decisions |  |  |  |  |
| 22. | Company reputation or performance record |  |  |  |  |
| 23. | Others (Please describe) |  |  |  |  |

**Rate the following items by completing the statements. Encircle your answer.**

**SA – Strong Agree; A – Agree; U – Undecided; D – Disagree; SD – Strongly Disagree**

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| --- | --- | --- | --- | --- | --- |
| 1. I clearly understand the duties and responsibilities of my job. | SA | A | U | D | SD |
| 2. I clearly understand the performance standards I am expected to meet. | SA | A | U | D | SD |
| 3. I feel “tuned in” on what’s happening throughout the company as a whole. | SA | A | U | D | SD |
| 4. I am well-informed ahead of time regarding the changes that affect my work. | SA | A | U | D | SD |
| 5. Generally, the pay levels at this company are good enough. | SA | A | U | D | SD |
| 6. I clearly understand the basis of my pay rate. | SA | A | U | D | SD |
| 7. I regard my chances for promotion and salary adjustment as good enough. | SA | A | U | D | SD |
| 8. The level of concern for employees here is adequate. | SA | A | U | D | SD |
| 9. The management is willing to make corrections and changes. | SA | A | U | D | SD |
| 10. My supervisor is willing to listen to my problems and help me when I have questions. | SA | A | U | D | SD |
| 11. I am encouraged by my supervisor to offer suggestions and improvements in work methods. | SA | A | U | D | SD |
| 12. I have high respect and confidence in my supervisors. | SA | A | U | D | SD |
| 13. Our benefit package is agreeable as compared to other companies. | SA | A | U | D | SD |
| 14. I clearly understand my fringe benefits. | SA | A | U | D | SD |
| 15. I feel that the company policies and procedures are reasonable. | SA | A | U | D | SD |
| 16. When I do a job well, I usually receive recognition. | SA | A | U | D | SD |
| 17. The amount of training I received when I first came here was adequate. | SA | A | U | D | SD |
| 18. My training enables me to do a better job and increase my pay. | SA | A | U | D | SD |
| 19. I have the opportunity to use or develop my full potential. | SA | A | U | D | SD |
| 20. Generally speaking, I would rate this company a suitable place to work. | SA | A | U | D | SD |
| 21. Working conditions, restrooms, and physical facilities are suitable. | SA | A | U | D | SD |
| 22. The level of cooperation among the employees in my  Department is adequate. | SA | A | U | D | SD |

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| 1. What is your reason for leaving? |
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2. What did you like most about working here?

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3. What did you like least about working here?

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4. Are there any other issues you wish to raise?

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5. What are your suggestions for improving this company as a place to work?

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