

EXIT INTERVIEW QUESTIONNAIRE

Name of the Employee

:

Title:

Department

:

Supervisor:

Period of Employment

:

To

What is your primary reason for leaving?

What was most satisfying about your job?

What was least satisfying about your job?

Did your job duties turn out to be as you expected?

Yes

No

Did you receive enough training to do your job effectively?

Yes

No

Did you receive adequate support to do your job?

Yes

No

Did you receive sufficient feedback about your performance between merit reviews?

Yes

No

Would you consider working again for this company in the future?

Yes No

What does your new company offer that this company doesn't?

Yes No

Any other comments?

Signed: _____

Employee Name & Date: _____

HR / Supervisor Signature: _____

HR USE