**Exit Interview**

**Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.      Why are you leaving?**

**2.      Was salary an issue?**

**3.      Do you feel you were fairly compensated for the position you held?**

**4.      Did you like/enjoy your job?**

**5.      Was your job what you expected it to be? If not, how did it differ?**

**6.      Do you feel you were placed in a position compatible with your skills?  If not, explain.**

**7.      Do you feel that there was the possibility for advancement in your position?    If not, what do you feel prevented advancement?**

**8.      Do you think you should have been offered more training/development within the position you held?**

**9.      What was the greatest challenge you faced in your position?**

**10.  What function(s) of your position did you enjoy the most?  Why?**

**11.  What function(s) of your position did you enjoy the least?   Why?**

**12.  Did you feel a sense of security in your position?   If not, why?**

**13.  How did you find the morale within your department?**

**14.  Was there anything the company could have done to improve morale?**

**15.  What was your supervisor like to work for?**

**16.  Were the working conditions suitable? (i.e. hours, work area, etc.)**

**17.  Was the benefits package satisfactory to you?**

**18.  Did you feel you were well informed regarding the company´s policies and procedures? If not, why?**

**19.  Is there anything we could have done differently that may have affected your decision to leave?**

**20.  Would you re-consider employment with this company?**

**20.     Additional comments.**