**Exit Interview Questionnaire**

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|  | **Instructions**  *Please take the time to answer the following questions as honestly as possible. We believe that the information you provide is vital and will assist in analyzing the factors contributing to employee turnover. Your individual responses are treated as confidential and will not become part of your personnel file. Thank you for your cooperation.* |  |
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|  | **Employee Name** |  |  | **Date** |  |  |
|  |  |  |  |  |  |  |
|  | **Department** |  |  | **Supervisor** |  |  |
|  |  |  |  |  |  |  |
|  | **Start Date** |  |  | **End Date** |  |  |
|  |  |  |  |  |  |  |
|  | **Starting Position** |  |  | **Ending Position** |  |  |
|  |  |  |  |  |  |  |
|  | **Starting Salary** |  |  | **Ending Salary** |  |  |
|  |  |  |  |  |  |  |

**1. What prompted you to resign?**

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|  |  |  |  |  |  |  |  |  |  |
|  |  | Type of Work |  |  |  | Quality of Supervision |  | To Attend School |  |
|  |  | Compensation |  |  |  | Travel Difficulties |  | Co-worker Difficulties |  |
|  |  | Lack of Recognition |  |  |  | Work Conditions |  | Health Reasons |  |
|  |  | Self-Employment |  |  |  | Family Circumstances |  | Career Opportunity |  |
|  |  | Relocation |  |  |  | Other (please specify) |  |  |  |
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*Optional:* What are your plans after leaving the company?

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| 1. **How long had you been considering leaving the company?** | * Less than one month | * Three to six months |
| * One to three months | * More than six months |

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| 1. **Before making the decision to leave, did you investigate the possibility of a change in the situation?** | * Yes | * No |

If yes, what options were considered?

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1. **What did you think of your supervision with regards to the following?**

(*Select the answer that best applies and provide comments if needed)*

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| --- | --- | --- | --- | --- |
| **Item** | **Almost Always** | **Sometimes** | **Never** | **Comments** |
| Demonstrated fair and equal treatment |  |  |  |  |
| Provided recognition on the job |  |  |  |  |
| Developed cooperation and teamwork |  |  |  |  |
| Encouraged / listened to suggestions |  |  |  |  |
| Resolved complaints and problems |  |  |  |  |
| Followed policies and practices |  |  |  |  |

1. **How would you rate the following in relation to your job?**

(*Select the answer that best applies and provide comments if needed)*

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| --- | --- | --- | --- | --- | --- |
| **Item** | **Excellent** | **Good** | **Fair** | **Poor** | **Comments** |
| Cooperation within your department |  |  |  |  |  |
| Cooperation with other departments |  |  |  |  |  |
| Communication in your department |  |  |  |  |  |
| Communication within the company as a whole |  |  |  |  |  |
| Communication between you and your supervisor |  |  |  |  |  |

1. **How satisfied were you with the pay and benefits?**

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| --- | --- | --- | --- |
| * Very Satisfied | * Satisfied | * Dissatisfied | * Very Dissatisfied |

1. **How satisfied were you with the potential for advancement?**

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| --- | --- | --- | --- |
| * Very Satisfied | * Satisfied | * Dissatisfied | * Very Dissatisfied |

1. **What did you like most about working here?**

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| 1. **Are there any changes which could have been made to prevent you from leaving?** | * Yes | * No |

If yes, what are they?

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1. **What suggestions do you have for improvement?**

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**Other comments, if any:**

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