

NAME:
JOB TITLE:
DIVISION / UNIT:
START DATE WITH ORGANIZATION:
START DATE IN POSITION:
SEPARATION DATE:
TOTAL LENGTH OF SERVICE:
OTHER POSITIONS HELD WITH ORGANIZATION:

1.	Please describe the primary reason(s) you are leaving your current position.

2.	Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
	Type of work		
	Working conditions (setting, schedule, travel, flexibility)		
	Pay		
	Supervisor		
	Location		
	Cost of living in area		
	Commute		

3.	Please rate the following aspects of the job you are vacating. Use the 1 - 5 scale below.					
		1 Poor	2	3 Average	4	5 Excellent
	Type of work performed					
	Fairness of workload					
	Salary					
	Working conditions					
	Tools and equipment provided					

Thank you for your candid comments. All responses will be kept confidential.

	Training received					
	Co-workers					
	Supervision received					
	Level of input in decisions that affected you					

4.	Please rate the following aspects of the organization overall. Use the 1 - 5 scale below.					
		1 Poor	2	3 Average	4	5 Excellent
	Recruitment process					
	New employee orientation					
	Training opportunities					
	Career development opportunities					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Support of work-life balance					
	Cooperation within the agency					
	Communication between management and employees					
	Performance and development planning and evaluation					
	Interest and investment in employees					
	Commitment to customer service					
	Concern with quality and excellence					
	Administrative polices/procedures					

5.	Please rate your supervisor on the following factors. Use the 1 - 5 scale below.					
		1 Never	2 Seldom	3 Often	4 Usually	5 Always
	Gave usable performance					

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	feedback					
	Recognized accomplishments					
	Clearly communicated expectations					
	Treated you fairly and respectfully					
	Coached, trained, & developed you					
	Provided leadership					
	Encouraged teamwork & cooperation					
	Resolved concerns promptly					
	Listened to suggestions & feedback					
	Kept employees informed					
	Supported work-life balance					
	Provided appropriate & challenging assignments					

6.	If you accepted another job, please complete the following.	
	Name of new employer	
	Location of position	
	Title of position	
	Nature of work of position	
	Salary of position	
	What the new position and/or organization offers that we do not.	

Thank you for your candid comments. All responses will be kept confidential.

Exit Interview - <insert company's name>

Employee Name: <insert name>
Position: <insert position>
Date of interview: <insert exit interview date>

What are the reasons for leaving?

Select one or more:

- | | | |
|--|---|---|
| <input type="checkbox"/> Higher pay | <input type="checkbox"/> Better benefits | <input type="checkbox"/> Better career opportunity |
| <input type="checkbox"/> Improved work life balance | <input type="checkbox"/> Career change | <input type="checkbox"/> Closer to home |
| <input type="checkbox"/> Conflict with other employees | <input type="checkbox"/> Conflict with managers | <input type="checkbox"/> Family and/or personal reasons |
| <input type="checkbox"/> Company instability | <input type="checkbox"/> Other | |

■ Comments

Please rank the following:

The Job itself

	Strongly Disagree	Disagree	Agree	Strongly Agree
Job was challenging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were sufficient opportunities for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient resources and staff were available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your colleagues listened and appreciated your suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your skills were effectively used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You had access to adequate training and development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ What do you think can be improved about the job?

Thank you for your candid comments. All responses will be kept confidential.

Exit Interview – <Insert position and candidate's name>

Remuneration & Benefits

	Strongly Disagree	Disagree	Agree	Strongly Agree
The salary was adequate in relation to responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages were paid on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other benefits were good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-life balance was promoted and practiced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company's superannuation fund returned good results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ What improvements, other benefits could the company offer?

The Company

	Strongly Disagree	Disagree	Agree	Strongly Agree
When you started, did the induction help and was it accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a good and positive environment to work in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Had adequate equipment to do the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Got on well with other staff within the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were sufficient staff to cover the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company was efficient in it's dealings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal communication worked well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There was no bullying or harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are adequate parking facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The business did not discriminate against any employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ What do you think can be improved about the Department and Company?

Thank you for your candid comments. All responses will be kept confidential.

Exit Interview – <Insert position and candidate's name>

Supervisor / Line Manager

	Strongly Disagree	Disagree	Agree	Strongly Agree
Had sufficient knowledge of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is experienced in supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was open to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognised and acknowledged achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledged employees contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offered and promoted ways to develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly communicated management decisions and how they would effect your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained a professional relationship with you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- What are your suggestions or improvements to your Supervisor?

Management

	Strongly Disagree	Disagree	Agree	Strongly Agree
Gave fair and equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was available to discuss job related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged feedback and suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained consistent policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided recognition for achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave opportunities to develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly communicated decisions and how they would effect your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- What are your suggestions or improvements to Management?

Thank you for your candid comments. All responses will be kept confidential.