

Exit Interview Questions

Please take ten minutes to answer the following questions honestly. This information will not become part of your personnel file and will be treated confidentially. We will use this information to analyze our employee retention strategy and identify any issues that need to be addressed.

Name	Manager
Position	Date of Employment
Department	Date of Separation

Why did you decide to look for another job?

- | | |
|---|---|
| <input type="checkbox"/> Family Reasons | <input type="checkbox"/> Working Conditions |
| <input type="checkbox"/> Type of Work | <input type="checkbox"/> Lack of Recognition |
| <input type="checkbox"/> Company Culture | <input type="checkbox"/> Compensation or Benefits |
| <input type="checkbox"/> Quality of Supervision | <input type="checkbox"/> Business Direction |
| <input type="checkbox"/> Seeking Career Advancement Opportunities | <input type="checkbox"/> Other: _____ |
-
-
-

If "yes", please describe what you did:

Rate your supervisor in the following areas:

	Almost always	Sometimes	Never	Comments
Treated people fairly and equally				
Recognized good work				
Encouraged teamwork and cooperation				
Allowed a collaborative environment and listened to suggestions				
Resolved complaints promptly				
Followed the company's practices and policies				

Rate your job in the following areas:

	Excellent	Good	Fair	Poor	Comments
Teamwork within your department					

Working well with other departments					
Communication within your department					
Communication within the company overall					
Communication with your direct supervisor or manager					
Department morale					
Job satisfaction					
Effectiveness of training					
Potential for growth					

How would you rate your workload:

- Too heavy
- Varied, but a manageable amount
- A manageable amount
- Too light

How would you rate your benefits and pay?

	Excellent	Good	Fair	Poor	Comments
Base Salary					

Commission Rate					
Medical Plan					
Dental Plan					
Vision Plan					
401K Plan					
Life Insurance					
Paid-time-off					
STD/LTD Plan					
Stock Options					
Other					

If had the chance to suggest additional benefits, what would you find helpful?

Any other thoughts about the benefits?

Did you receive enough feedback about your performance? How often did you receive feedback?

Did you find the performance review process helpful? What would you change about it?

Was your manager aware of your career goals? Did they discuss ways to reach those goals?

What were the best aspects of your job and the company?

What were your least favorite aspects of your job and the company?

What makes your new job more attractive than your current one?

What makes your new company more attractive than this one

In what ways can this company improve? Have you offered these suggestions in the past?

Would you recommend this company to family and friends as a good place to work?

Yes, definitely Yes, but with caveats No

Please share any other thoughts or suggestions you have for this company.
