**EXIT INTERVIEW FORM**

Name

Job Title

Division / Unit

Start Date with Organization

Start Date in Position

Separation Date

Total Length of Service

Other Positions Held with Organization

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

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| **Please rate the following aspects of the job you are vacating. Use the 1 – 5 scale below.** | | | | | |
| **Description** | **1 Never** | **2 Seldom** | **3 Often** | **4 Usually** | **5 Always** |
| Type of work performed |  |  |  |  |  |
| Fairness of workload |  |  |  |  |  |
| Salary |  |  |  |  |  |
| Working conditions |  |  |  |  |  |
| Tools and equipment provided |  |  |  |  |  |
| Training received |  |  |  |  |  |
| Co-workers |  |  |  |  |  |
| Supervision received |  |  |  |  |  |
| Level of input in decisions that affected you |  |  |  |  |  |

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| **Please rate the following aspects of the organization overall. Use the 1 – 5 scale below.** | | | | | |
| **Description** | **1 Never** | **2 Seldom** | **3 Often** | **4 Usually** | **5 Always** |
| 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 |  |  |  |  |  |
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| **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 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 |  |  |  |  |  |

**Additional questions you may wish to ask:**

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**What led you to accept your current position with our organization?**

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**Were your expectations of the job and this organization met? If not, why?**

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**What, if anything, do you wish you had known before you took the job?**

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**How well were your talents and skills used in the completion of projects?**

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**Was your career path and future with our organization made clear to you?**

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**What were the positive aspects about your job, manager, and/or the organization that caused you to stay if you did?**

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**What do you consider to be the biggest challenge this organization now faces and needs to overcome?**

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**In your opinion, what were the top three barriers to productivity in your job or work unit?**

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**What would you suggest to management to make our organization a better place to work?**

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**What advice would you give your replacement?**

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**Would you recommend this organization to others as a place to work? Why or why not?**

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**Would you consider re-employment?**

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**What, if anything, could have been done to prevent you from leaving?**

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**Do you have any objection to our sharing your comments with management?**

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**Did you find your new job, or were you recruited?**

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**Did you witness any violations of laws or policies?**

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**Were you a victim of any type of harassment?**

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**Were you asked to do anything unethical?**

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**Do you have any other comments or suggestions?**

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