

Exit Interview Form

Employee name:

Job title: Department:

Start date:

Last day of employment:

Date:

- **What are the reasons for leaving?**

Select one or more:

- Higher pay
- Better benefits
- Career advancement
- Better work life balance
- Career change
- Commuting distance
- Conflict with managers
- Conflict with other employees
- Family and/or personal circumstances
- Business direction
- Other (please specify):

• **Is there anything we could have done to change your decision to leave the company?**

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• **Job Satisfaction**

Please rank the following:

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The job description was clear and accurately represented the duties and responsibilities the role entailed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I could effectively use my skills and strengths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workload was manageable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had adequate opportunities for training and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had sufficient opportunities for career advancement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel I was compensated fairly for my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

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- Manager relations**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Clearly communicated their expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was open to suggestions and feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided regular, sufficient feedback about my performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had adequate opportunities for training and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognized and acknowledged employees' contributions and achievements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported my learning and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Treated team members fairly and with respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

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• **Work environment & company culture**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Communicated clearly about its mission, vision, values and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided sufficient information regarding updates and changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoted inclusive workplace culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upheld company values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Treated employees fairly and with respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoted and practiced work-life balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

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- **Technology**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I had adequate equipment and resources to do my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with the communication and collaboration tools company used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received sufficient support when I experienced technical difficulties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

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- **Please answer the following:**

I would consider working for this company again in the future.

Yes **No**

I would refer someone I know to work here.

Yes **No**

- **What are your recommendations for making our company a better place to work?**

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- **Is there anything else you would like to add?**

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**Thank you for taking the time to answer these questions. Your responses will be treated with the utmost confidentiality.
We wish you every success in the future.**