EXIT INTERVIEW FORM

We would appreciate it if you could spare 8-10 minutes to respond honestly to the following questions. Your individual responses will remain private and will not be included in your personnel file.

We believe that the data is critical and will aid in the analysis of our personnel retention and turnover. We appreciate your cooperation.

| Name: | |
| --- | --- |
| Department: | |
| Department: | |
| Employment Date: | Termination Date: |

Why did you decide to explore other options than employment here?

|  |
| --- |

What led you to accept a new job offer? IF N/A, put N/A.

|  |
| --- |

Before deciding to leave, what other options did you try to make you stay? Please describe.

|  |
| --- |

How would you describe our workplace culture? Please share how you feel about communication within and outside your department, morale, training, among others. Please provide examples too.

|  |
| --- |

Please share with us how you felt about your workload. Was it too heavy, too light, just right? Please give examples.

|  |
| --- |

What could we have done for you to stay employed with us?

|  |
| --- |

How do you feel about your salary and the company benefits? Are there other benefits that you think the company should offer?

|  |
| --- |

What could we have done for you to stay employed with us?

|  |
| --- |

If you could change anything about your job or the company, what would you change?

|  |
| --- |

Were you satisfied with management? Please share how you feel about fair treatment, recognition, teamwork, conflict resolution, among others. Please provide examples of what made you satisfied/dissatisfied.

|  |
| --- |

Did you receive constructive feedback regarding your performance?

|  |
| --- |

What would you suggest to improve our training and development program?

|  |
| --- |

Would you recommend this company to a friend as a good place to work?

|  |
| --- |