

## Exit Interview

Please Print Clearly

Employee Name: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

### Reason for Leaving

1. Why have you decided to leave the organization?
  2. Was a single event responsible for your decision to leave? If so, what was it?
  3. Have you shared your concerns with anyone in the company prior to deciding to leave?  
If so, how was it handled?
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### Job Satisfaction

1. What was most satisfying about your job? What was least satisfying?
  2. What would you have changed about your job?
  3. Were your job duties what you expected? If no, explain.
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### Supervision and Support

1. Tell me about your professional relationship with your manager.
2. Did you have the resources and support necessary to be successful? If not, what was missing?
3. Did you have clear goals and know what was expected of you in your job? If not, explain.
4. How often did you receive adequate feedback about your performance

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**Additional (Optional)**

1. Based on your experience with us, what do you think it takes to succeed at this organization?
  2. Would you recommend working for this organization to your family and friends?
  3. Would you consider working again for this organization in the future? Why or Why not?
  4. What other comments do you have?
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*Maintain objectivity in the exit interview. Depending upon the level of comfort and honesty, it is possible you might hear information about other employees, colleagues, friends or yourself in an exit interview. Some of this information may not be flattering. Do not respond with a defensive posture. Now is not the time for such a stance. Rather, understand that this interview is a tool that can be used to improve our organization and improve the experience for our employees. Be sure to thank the employee for his or her service and to wish them well as they move on to new endeavors.*