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| Employee Exit Interview Questionnaire |

As a departing employee of <Company Name>, you can be a valuable source of information regarding various working conditions observed during your period of employment. The human resources department has constructed the following survey to secure your candid responses so we may gain from your experiences. Your name and individual responses will *not* be shared with others, but the HR Department will annually analyze responses. We are striving to maintain a positive working environment, and we believe that your suggestions, comments, and observations will aid us in accomplishing this goal. We have set aside an area for your comments regarding specific suggestions.

You may print out this questionnaire, complete and mail to <Company Address>.

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| Name: | Job Title: |
| Department: | Separation Date: |
| Hire Date: |  |

1. Was your decision to leave <Company Name> influenced by any of the following: Please indicate those applicable by an “***x***” and rank the top three: 1st, 2nd, 3rd.

\_\_\_\_\_ Continue my education \_\_\_\_\_ Dissatisfied with job duties or type or work

\_\_\_\_\_ Health reasons \_\_\_\_\_ Dissatisfied with salary

\_\_\_\_\_ Position discontinued \_\_\_\_\_ Dissatisfied with benefits

\_\_\_\_\_ Retired \_\_\_\_\_ Dissatisfied with advancement opportunities

\_\_\_\_\_ Secured a different job \_\_\_\_\_ Working conditions (physical)

\_\_\_\_\_ Spouse/partner relocated \_\_\_\_\_ Working conditions (collegial)

\_\_\_\_\_ Care for family \_\_\_\_\_ Working conditions (supervisor)

\_\_\_\_\_ Did not pass probationary period

\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

2. If you are going to a different job, what does it offer that your job here did not?

\_\_\_\_\_ Better wages and benefits \_\_\_\_\_ More desirable location

\_\_\_\_\_ Greater opportunity for advancement \_\_\_\_\_ More desirable hours

\_\_\_\_\_ Greater job flexibility \_\_\_\_\_ More desirable working conditions (physical)

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

3. How would you rate your department on the following:

 Excellent Good Fair Poor

Cooperation with other departments \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Cooperation within your department \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Adequacy of training/professional development opportunities \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Orientation/mentoring regarding your job \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Orientation/mentoring regarding the company \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

 Comments:

4. How would you rate your immediate supervisor on the following:

 Excellent Good Fair Poor

Provided fair and equal treatment \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Provided positive feedback and recognition \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Resolved complaints and disputes \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Welcomed suggestions \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Gave clear instructions and good advice \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Helped foster a mutually respectful environment \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Kept you informed \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Helped prepare you for promotions \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Understood and followed company policies \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

 Comments:

1. Would you recommend <Company Name> to a friend as a good place to work?

 [ ] Yes

 [ ] No

 Please explain:

6. Do you have any additional observations or suggestions which might better help us meet the needs of our employees?