

Exit Interview Questions

Name of Departing Employee: _____ Date of Departure: _____

Department: _____ Current Position: _____

Supervisor: _____

Person Conducting the Interview: _____ Date: _____

1. **The reason(s) that you are leaving your position is (are):** [Note all that apply to the employee's situation. Number them in order of importance 1 = most important, etc.]

- | | |
|---|--|
| a. ___ Moving out of the area | e. ___ Inadequate benefits |
| b. ___ Difficulty with work and family scheduling | f. ___ Unhappy with job duties |
| c. ___ Limited career advancement opportunities | g. ___ Unhappy with working conditions |
| d. ___ Inadequate pay | h. ___ Unhappy with supervision |
| i. ___ Family responsibilities | |
| j. ___ Other: _____ | |

2. Please explain your reasons for leaving as noted above:

3. What could we have done differently that could have caused you to stay with us?

4. In general, how would you describe your working relationship with your **co-workers**? Was it pleasant or unpleasant? Please explain:

5. In general, how would you describe your working relationship with your **supervisor**? Was it pleasant or unpleasant? Please explain:

6. Do you believe that your particular job here was important and significant in the overall operation of the organization? Please explain:

7. To what extent did others here treat your job as important and significant?

8. Are there any specific organization, department, human resource, supervisory practices, or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship? If so, what suggestions do you have on how to address or improve these areas?

9. Are there any specific organizational, department, human resource, supervisory practices, or working conditions that you feel are particularly beneficial to and supportive of an effective working relationship and that should be maintained? What are they?

10. How would you describe communication:

a. Throughout the organization?

b. Between managers and staff?

c. Between departments?

d. Within your department?

11. Considering everything, how would you rate your level of satisfaction with your employment here?

Very Dissatisfied	1	2	3	4	5	6	7	8	9	10	Very Satisfied
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. Is there anything else about your experience here that you'd like to share with me?