

Exit Interview Questions

Name of Departing Employee: _____ Date of Departure: _____

Department: _____ Current Position: _____

Supervisor: _____

Person Conducting the Interview: _____ Date: _____

1. What was your initial reason for choosing us as your employer?

2. What have you liked best about your time with our company?

3. What have you liked least?

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. How would you describe communication:
 - a. Throughout the organization?
 - b. Between managers and staff?
 - c. Between departments?
 - d. Within your department?

8. Considering everything, how would you rate the degree that you felt fully engaged in your work and this company during your employment here?

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

9. What could the organization have done to move this number closer to a 10 for you?

10. What caused you to start looking for a job outside the company?

11. What, in the end, was your main reason for leaving?

- | | |
|---|--|
| 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: _____

12. Could you expand upon your reasons for leaving as noted above?

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

14. What specific organizational, departmental, human resource, supervisory practices, or working conditions either led to your decision to resign or were detrimental to your work experience here? What suggestions do you have on how the company might improve in these areas?

15. What specific organizational, departmental, human resource, supervisory practices, or working conditions did you find particularly beneficial to and supportive of your work here and which should continue to be maintained by the company?

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