[Company Name]

# Exit Interview

Your opinion is important to us. Additional comments and suggestions are encouraged.

|  |  |  |  |
| --- | --- | --- | --- |
| Name (optional) |  | Department |  |
| Supervisor (optional) |  | Position |  |

|  |  |  |
| --- | --- | --- |
| 1 | Why are you leaving the company? | Choose an item. |
| 2 | Please explain your reason(s) for leaving in more detail.  [Click here to enter text.] |  |
| 3 | What suggestions for improvement do you have for us?  [Click here to enter text.] |  |
| 4 | If we implemented those suggestions, would you return to work here? | Choose an item. |
| 5 | Would you recommend this company to your friends as a good place to work? | Choose an item. |
| 6 | I believe that I was treated like a valuable member of the company. | Choose an item. |
| 7 | My immediate supervisor let me know when I was doing a good job. | Choose an item. |
| 8 | I felt free to suggest to my supervisor changes that would improve my department. | Choose an item. |
| 9 | My job duties and responsibilities were clearly defined. | Choose an item. |
| 10 | I received the proper training in order to perform my job effectively. | Choose an item. |
| 11 | Employee problems and complaints were resolved fairly and promptly in my department. | Choose an item. |
| 12 | If I had questions or concerns, I felt comfortable speaking with: |  |
|  | My immediate supervisor | Choose an item. |
|  | Upper management | Choose an item. |
|  | Human resources | Choose an item. |
| 13 | I was kept well informed about the company, its policies and procedures, and other important information. | Choose an item. |
| 14 | I felt that the company provided me with job security. | Choose an item. |
| 15 | Please rate the benefits that you received at the company (keeping in mind the benefits offered by other companies that you have worked for): |  |
|  | Medical | Choose an item. |
|  | Dental | Choose an item. |
|  | Vision | Choose an item. |
|  | Paid time off | Choose an item. |
| 16 | Is there anything you would like to add or feel we have left out?  [Click here to enter text.] |  |

## Use the space provided below for any additional comments.

[Comments]