

Employee Exit Interview

Employee name: Position:

Date of hire: Date of termination:

1. Why are you leaving?

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

3. What factors contributed to your accepting a job here? Were your expectations realized?

4. How would you evaluate your salary in comparison to the work that you performed?

5. What are some of the factors that helped to make your employment here enjoyable?

6. What comments or suggestions do you have in regard to making this a better place to work?

7. Would you recommend our organization to a friend as a place to work? If yes, why? If no, why not?

Other comments:

Interviewer's signature: Date:

Employee's signature: Date: