

Employee Exit Interview

Name:	Department:
Date employment started:	Date employment terminated:
Supervisor:	Salary / Pay:
ELEMENT	COMMENTS
What did you like most about your job, and why?	
What did you like least about your job, and why?	
Did you have a Job Description, and if so do you feel that it fairly described the job content / duties you were asked to do?	
Your opinions of the workload of the job?	
Your opinion of the training you received (induction training / "on-the-job" training / any specialist training you had)?	
What do you feel about the prospects for promotion / career advancement from this job?	
Do you have any suggestions for improving the job content?	
Have you offered these suggestions in the past? If so, to whom and when, and what was the outcome?	
Overall, why have you decided to leave our employment?	
Will you be taking up another job when you leave? If so, what is it and why do you feel that it will be better for you?	
Would you recommend our Organisation to others for employment, and if not why not?	
Overall, what do you think of the Organisation's reputation as an employer?	

ELEMENT	SCORE					COMMENTS
	1	2	3	4	5	
SCORE RATING: 1 = Very Poor 2 = Poor 3 = Satisfactory 4 = Good 5 = Very Good						
What is your overall impression about the way our Organisation is being run?						
What is your overall impression about the way your particular section is being run?						
Overall, what would be your impression of the Organisation (mood / atmosphere / ambience)?						
What was your working relationship like with your immediate supervisor?						
What was your working relationship like with your junior staff?						
What was your working relationship like with your peer staff / colleagues?						
What do you feel that the morale was like in your section?						
How would you rate the discipline in your section?						
How would you rate the ability / readiness of your supervisor to listen to suggestions?						
How would you rate the ability / readiness of your supervisor to listen to criticisms?						
How would you rate the ability / readiness of your supervisor to react to complaints and problems?						
How would you rate the ability / readiness of your supervisor to explain the job properly?						
How would you rate your supervisor in keeping you informed of your progress and performance?						
How easy have you found it to follow Policies and Procedures?						
What is your opinion of the rate of pay for the job you were doing?						
What is your opinion of the level of holidays offered?						

