

EXIT INTERVIEW

Name: _____
Position: _____
Department: _____

Date Of Hire: _____
Termination Date: _____

Reason For Leaving:

New Company, Position, Salary: _____

| | Excellent | Good | Fair | Poor |
|---|-----------|------|------|------|
| Overall Rating Of OUR COMPANY _____ | | | | |
| Company Benefits _____ | | | | |
| Salary _____ | | | | |
| Working Conditions _____ | | | | |
| Manager/Supervisor _____ | | | | |
| Advancement or Training Opportunities _____ | | | | |
| Other _____ | | | | |

Additional comments on above items: _____

What specific circumstances led to this termination? _____

Did you look into other positions in the company? _____

Did you receive enough information about your job and the company when you started with employment?

Would you consider, at some other time, working for this company again?

Would you recommend this company to others for employment?

What advice would you give to us to prevent terminations in the future?

Any other comments?

Interviewer comments: _____

Interviewed by: _____
Title/Date: _____