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| **INSERT YOUR LOGO HERE** |

# EXIT INTERVIEW

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| Employee name: |  |
| Date: |  |
| Interviewer: |  |

Why are you leaving?

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Was salary an issue?

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Do you feel you were fairly compensated for the position you held?

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Did you like/enjoy your job?

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Was your job what you expected it to be? If not, how did it differ?

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Do you feel you were placed in a position compatible with your skills? If not, explain.

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Do you feel that there was the possibility for advancement in your position? If not, what do you feel prevented advancement?

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Do you think you should have been offered more training/development within the position you held?

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What was the greatest challenge you faced in your position?

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What function(s) of your position did you enjoy the most? Why?

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What function(s) of your position did you enjoy the least? Why?

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Did you feel a sense of security in your position? If not, why?

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How did you find the morale within your department?

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Was there anything the company could have done to improve morale?

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What was your supervisor like to work for?

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Were the working conditions suitable? (i.e. hours, work area, etc.)

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Was the benefits package satisfactory to you?

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Did you feel you were well informed regarding the company’s policies and procedures? If not, why?

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Is there anything we could have done differently that may have affected your decision to leave?

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Would you re-consider employment with this company?

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Additional comments

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