



EXIT INTERVIEW QUESTIONNAIRE

We would appreciate your taking the time to answer the following questions as honestly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file.

We believe that the information is of vital importance and will assist in analyzing the factors attributing to turnover. Thank you for your cooperation.

NAME:	
EMPLOYMENT DATE:	
MANAGER:	
TERMINATION DATE:	
DEPARTMENT:	
OFFICE:	

What type of work did you do?

What prompted you to seek alternative employment?

<input type="checkbox"/> Type of work	<input type="checkbox"/> Quality of supervision
<input type="checkbox"/> Compensation	<input type="checkbox"/> Work conditions
<input type="checkbox"/> Lack of recognition	<input type="checkbox"/> Family circumstances
<input type="checkbox"/> Self-employment	<input type="checkbox"/> Health reasons
<input type="checkbox"/> Career opportunity (Please describe)	
<input type="checkbox"/> Other (Please specify)	

What did you think of your **supervision** in regard to the following?

	Almost Always	Sometimes	Never
Demonstrated fair and equal treatment	—	—	—
COMMENTS:			
Provided recognition on the job	—	—	—
COMMENTS:			
Developed cooperation and teamwork	—	—	—
COMMENTS:			
Encouraged/listened to suggestions	—	—	—
COMMENTS:			
Resolved complaints and problems	—	—	—
COMMENTS:			
Followed policies and practices	—	—	—
COMMENTS:			

How would you rate the following in relation to **your job**?

ITEM	EXCELLENT	GOOD	FAIR	POOR
Cooperation within your department	—	—	—	—
COMMENTS:				
ITEM	EXCELLENT	GOOD	FAIR	POOR
Communications within the company as a whole	—	—	—	—
COMMENTS:				
The training you received	—	—	—	—
Item	EXCELLENT	GOOD	FAIR	POOR
Potential for career growth	—	—	—	—

