



Human Resources
CONFIDENTIAL EMPLOYEE EXIT
INTERVIEW FORM

PRIMARY DATA ENTRY

TODAY'S DATE mm / dd / yyyy

Form fields for personal and employment information: NAME (LAST, FIRST, MI), EMPLOYEE I.D., JOB TITLE, MANAGER, DEPARTMENT, HIRE DATE, END DATE, START POSITION, END POSITION, START SALARY \$, END SALARY \$, HOUR / MONTH.

PART 1 REASONS FOR LEAVING Resignation

More than one reason may be given if appropriate; if so, circle primary reason.

- List of reasons for resignation: Took Another Position, Dissatisfaction with Salary, Pregnancy / Home / Work / Fam. Needs, Dissatisfaction with Type of Work, Poor health, Physical Disability, Dissatisfaction with Supervisor, Relocation to Another City, Dissatisfaction with Co-Workers, Travel Difficulties, Dissatisfaction with Work Conditions, Attend School, Dissatisfaction with Benefits, Other.

REASONS FOR LEAVING Laid Off

- List of reasons for being laid off: Lack of Work, Voluntary Retirement, Abolition of Position, Lack of Funds, Disability Retirement, Regular Retirement, Other.

REASONS FOR LEAVING Plans After Leaving

Large text area for describing plans after leaving.

PART 2 COMMENTS & SUGGESTIONS For Improvement

We are interested in what our employees have to say about their work experience with our company. Please complete this form

Tell us what you liked most about your job

Text area for positive feedback.

Tell us what you liked least about your job

Text area for negative feedback.



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How did you feel about our **Pay/Benefits?** 1 = Excellent 4 = Poor

Rate of Pay Paid Holidays Paid Vacations Retirement Plan Medical Coverage (Self)
 Medical Coverage (Dependants) Life Insurance Sick Leave

How Did You Feel About the Following? 1 = Excellent 4 = Poor

Opportunity to Use My Abilities Recognition for the Work you Did Training You Received
 Your Supervisor's Management Methods The Opportunity to Talk with My Supervisor
 The Information You Received on Policies, Programs, Projects, Problems Discipline Policies and Practices
 The Information You Received on Departmental Structure Promotion Policies and Practices
 Job Transfer Policies and Practices Overtime Policies and Practices Performance Reviews, Practices
 Physical Working Conditions

COMMENTS

Discussed with Employee Right to File for Unemployment Benefits Conversion of Benefits
 If retiring, state option of payment of unused leave

Electronic Signature of Employee

TYPE YOUR NAME HERE

TODAY'S DATE

TODAY'S DATE

Interviewer's Signature

TYPE YOUR NAME HERE

TODAY'S DATE

TODAY'S DATE