EXIT INTERVIEW FORM

We want to improve our personnel practices and make our company a better place to work. Your answers will be kept confidential.

Name: _____ **Date:** _____

Job Title: _____ **Department:** _____

Hire Date: _____ **Separation Date:** _____

Employee Informed of Restrictions On:

_____ Solicitations of customers _____ Restrictions on solicitations of employees

_____ Removing company documents _____ Patents

_____ Confidentiality obligations _____ Customer lists

_____ Other _____

Return of:

_____ Keys _____ Credit Card _____ ID Card

_____ Building Pass _____ Company Documents

_____ Company Equipment _____ Other Company Property

Reason for Leaving (Voluntary/Involuntary):

_____

_____

_____

1. **Did you feel sufficiently trained and oriented for your job?**
   Please comment:_____
   ___
   _____
   ___
2. **Did you feel that you were treated with respect & responsibility by co-employees and management?**

Please comment: _____

_____

_____

_____

3. **Do you feel that you could have done your job better if you were provided different or better resources? What resources would you have needed?**
   Please comment: _____
   _____
   _____
   _____

4. **Did you feel free to discuss suggestions or problems with your supervisor or manager?**
   Please comment: _____
   _____
   _____
   _____

5. **Did your supervisor or manager provide you with clear instructions and expectations?**
   Please comment: _____
   _____
   _____
   _____

6. **Were any employees given preferential treatment or discriminated against?**
   Please comment: _____
   _____
   _____
   _____

7. **Did you witness or have knowledge of any unethical or illegal acts or practices engaged in by any employees of this company?**
   Please comment: _____
   _____
   _____
   _____

8. **Do you have any suggestions for improving company management?**
   Please comment: _____
   _____
   _____
   _____

9. **Do you have any suggestions for improving the quality of our goods or services?**
   Please comment: _____
   _____
   _____
   _____

10. **Were working conditions satisfactory? Was your pay adequate?**
    Please comment: _____
    _____

11. **Do you have any suggestions for improving communication in this company?**
    Please comment:_____

12. **Do you have any suggestions for improving customer relations in this company?**
    Please comment:_____

13. **Do you have any suggestions for improving employee motivation in this company?**
    Please comment:_____

14. **Do you have a new job that you expect to begin within the next few weeks? With whom? What does that company offer you that this company didn't?**
    Please comment:_____

15. **Do you feel your training was adequate?** _____

16. **Would you consider coming back to the company?**_____

Are security arrangements appropriate in the company? Could they be improved?_____

I have returned, or arranged for the return of, all company property, including, but not limited to, computers, software, documents, financial records, personnel files, equipment and tools, vehicles, credit cards, keys, security cards, parking passes, works in progress, client or customer lists, books, resource materials, and confidential or trade secret items.

_____ _____

Signature Date

Interview performed by:

Name:_____ Title:_____

Department: _____ Date:_____