EXIT INTERVIEW TEMPLATE



EMPLOYEE NAME		CONDUCTED BY							
EMPLOYEE START DATE	EMPLOYEE END DATE	EXI	T INTERVIEW DATE						
POSITION TITLE		POSITION DEPARTMENT							
At what point in time did you begin considering leaving your current position?									
7.1. That point in little did you begin considering feating your content positions									
Please indicate all applicable of	contributing factors to your decision	on to resian. If "Other." ple	ease explain.						
SALARY	JOB ADVANCEMI		PERSONAL						
FURTHERING EDUCATION	RELOCATION		HEALTH RETIREMENT						
FAMILY RESPONSIBILITIES	DISSATISFIED / MA	NAGEMENT	BENEFITS						
JOB ELIMINATED	MILITARY		OTHER please explain in space below						
Was your resignation prompted	I by a specific event or issue? If ye	es, please explain.							
If a specific event prompted yo	our resignation, was the matter dis	scussed with your manage	er and/or HR? If yes, please explain.						
		,	, , ,						
Did you encounter any probler	ns while maintaining your current	nocition? If we splease ex	volgin						
Did you encounter any probler	ns write maintaining your content	position in yes, piedse ex	piairi.						
What did you find enjoyable at	oout your work experience?								
What did you find least enjoyable about your work experience?									
Would you recommend our company as a potential employer to others? Please explain why or why not.									
Based upon your experience, would you be open to reapplying to future opportunities with our company? Please explain.									

Please complete the following evaluation based upon your experiences with the company.

	N/A	POOR	FAIR	GOOD	EXCELLENT	COMMENTS
Amount of training provided						
Quality of training provided						
Working relationship with manager						
Working relationship with teammates						
Working relationship with other departments						
Satisfaction with level of compensation / salary						
Satisfaction with employee benefits						
Company's position on work / life balance						
Overall workload						
Overall satisfaction						
	N/A	POOR	FAIR	GOOD	EXCELLENT	
TOTALS						

TOTALS								
Provide any additional comments you wish to share. Thank you.								

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