

SAMPLE EXIT INTERVIEW QUESTIONNAIRE

Name: _____ Date: _____

Title: _____

Department: _____ Supervisor: _____

Start date: _____ Separation date: _____

Person conducting interview: _____ Title: _____

1. Why are you leaving? _____

2. Where are you going and what is it about that new opportunity that you feel is not present at our company? _____

3. What will you miss most when you leave? _____

4. What were the barriers that prevented you from achieving fulfillment with our company? _____

5. What impressed you about our company when you joined and how has that impression changed? _____

6. Did we take advantage of your entire skill set? How could we do better? _____

7. How could we have improved the physical working conditions, the tools and the resources with which you were equipped to do your job? _____

8. How would you rate the training you were given to do your current job? _____

9. How would you rate your manager in terms of:
- a. Communication: _____
 - b. Delegation: _____
 - c. Leadership: _____
 - d. Considering your input: _____
 - e. Feedback: _____
 - f. Handling complaints: _____
 - g. Treated you and others fairly: _____

10. In what ways could he/she improve performance? _____

11. How would you rate our company as a place to work? _____

12. How would you characterize your benefits and compensation package? _____

13. How do you think our company fulfills its mission and lives up to its values? _____

14. What advice would you give to the person who is taking over your responsibilities? _____

15. Would you come back to work for our company? Why or why not? _____

16. What do you see as the future of this company? _____

17. How would you improve:
- a. The quality of our goods or services? _____
 - b. Communication? _____
 - c. Customer relations? _____
 - d. Employee motivation? _____