

EXIT INTERVIEW FORM

Name (Optional): _____

ID#: _____

Job Title: _____

Salary (Exempt) or Hourly (Non-exempt): _____

Supervisor (Optional): _____

DOH: _____

Department: _____

Location: _____

Term Date: _____

Exit Status: Resignation, Termination or Retirement

Reasons for Leaving:

Could anything have been done to prevent you from leaving? _____

What changed (or did not change) that led you in your decision to leave? _____

Was there any other employment related issues that weren't resolved? If so, please explain _____

Did your supervisor impact your decision to leave? _____

What could your supervisor do to improve his or her management style and skill? _____

(If applicable), would you return to work here in the future for employment? _____

What would need to change in order for you to continue working here? _____

What did you like most about working here? _____

What is the company not doing that you think it should start doing? _____

What is the company doing now that it should do more of? _____

If you have accepted new employment, who is it with? _____

Are there any additional comments that you would like to make about your experience at the company? _____

Please rate your satisfaction for each of the following:

	1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree	N/A
Compensation & Benefits (Please rate)						
I was paid fairly for my job.						
I was satisfied with the benefits provided.						
Any additional comments/concerns about other compensation programs?						
	1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree	N/A
Organization / Workplace (Please rate)						
Organization was well managed, consistent and a fair workplace.						
Employee problems were resolved fairly and promptly in my department.						
Resources/tools and support were provided to accomplish your job. If not, what was missing?						
Safety and/or emergency procedures were explained and applied at your location.						
Organization encouraged an Open Door Policy.						
Any additional comments/concerns about the organization/workplace?						
	1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree	N/A
Work Relationships (Please rate)						
I felt good about the communication between departments and within the company.						
The quality of the supervision I received was adequate.						
My supervisor made me feel like a valued member of the team.						
My supervisor regularly gave me feedback on my performance.						
Any additional comments/concerns about work relationships?						
	1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree	N/A
Professional Growth (Please rate)						
I had clear goals and objectives and knew what was expected of me.						
I had an understanding of development opportunities.						
Management made me aware of and helped in accomplishing my professional development and career goals.						

I received adequate feedback about my performance day-to-day and in my performance development process.						
I had a performance review in the last 12 months.						
Any additional comments/concerns about your professional growth?						

SAMPLE



While exit interviews and other surveys can be done manually, there are better ways to keep, track, monitor, and report on results that streamline the process significantly.

BullseyeEngagement users can create surveys digitally within our talent development portal, tying together all of their human capital management processes.

- Rapidly integrate feedback from employees, customers, students and meeting participants into operational or performance management processes.
- Check the pulse of your employees, solicit real-time feedback from meeting attendees, or design a comprehensive client survey
- Quickly analyze data using intuitive snapshots of survey results provided in analytics dashboards

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