

## Exit Interview Form

<b>Name:</b>	
<b>Date:</b>	
<b>Position:</b>	
<b>Direct Report/Supervisor:</b>	
<b>Hire date:</b>	
<b>Leave date:</b>	
<b>Type of departure:</b>	<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Other: _____
<b>Reason for departure:</b>	<input type="checkbox"/> Retiring <input type="checkbox"/> Relocating <input type="checkbox"/> Dissatisfied with pay <input type="checkbox"/> Dissatisfied with work <input type="checkbox"/> Health reasons <input type="checkbox"/> Other: _____
<b>Is there anything that could have prevented your departure?</b>	
<b>Please rate the following:</b>	
Work environment / conditions	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
Pay	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:

Benefits package	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
Rapport with direct report / supervisor	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
Rapport with coworkers	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
Opportunities for advancement	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
Job training	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
Equipment provided	<input type="checkbox"/> Poor <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> Not Applicable Comments:
<b>Workload was typically:</b>	<input type="checkbox"/> Light <input type="checkbox"/> Just right <input type="checkbox"/> Too much
<b>Would you recommend this company as a good place to work?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No With the following reservation(s):
<b>Do you have suggestions for making this a better place to work?</b>	

Interviewer:

Title:

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