

EMPLOYEE INFORMATION

Employee Last Name Employee First Name Department Supervisor

Termination Date Last Date Worked Exit Interview Date

Reason for Termination:

Voluntary Involuntary

Eligible for rehire: Y N

EXIT CHECKLIST

Exit letter received Received written permission for references

Employee Benefits letter given to employee Exit interview conducted

Company property returned Forwarding address, email, phone received

Reviewed confidentiality and non-compete agreements

FORWARDING CONTACT INFORMATIOIN

Address:

Street Address

City State Zip Code

Phone: Personal Email:

Home Cell Other

RETURN OF COMPANY PROPERTY

Access Card / Keys ID badge(s) Computer Computer Hardware

Credit cards Books Other:

Notes on items returned:





EXIT INTERVIEW QUESTIONS

Reasons for Leaving

- What are you leaving the company to do?
- What circumstances led you to start looking elsewhere for work?
- What was the biggest factor that led you to accept this new job or pursue your next step?
- What could have been done for you to remain employed here?

Job/Role

- What did you like most about your job? What did you like the least?
- What do you feel good about accomplishing in your job and in your time here?
- Do you feel you had the resources, training and support necessary to accomplish your job? If not, what was missing?

Management

- How would you describe the relationship with your manager?
- How could your manager have helped you more on the job?
- What improvements can you suggest to the organization, to your division/department or to your job (to make it easier, more challenging and more interesting)?

Company

- How would you describe our organizational culture?
- What do you like most about working here? What do you like the least about working here?
- What would you recommend to help us create a better workplace?
- Would you consider returning to this company if a position were available in the future?





EXIT INTERVIEW NOTES





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