

## Exit Interview Questionnaire

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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee Name</b>      | <b>Interview Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Job Title</b>          | <b>Original Start Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Manager/Supervisor</b> | <b>Last Day of Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1.                        | <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>How would you describe [Your company here] as a place to work? Explain.</b></p> </div> <div style="width: 35%;"> <p><input type="checkbox"/> Good <span style="margin-left: 20px;"><input type="checkbox"/> Excellent</span></p> <p><input type="checkbox"/> Satisfactory <span style="margin-left: 20px;"><input type="checkbox"/> Poor</span></p> </div> </div> |
| 2.                        | <b>What is your primary reason for leaving?</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.                        | <b>Did anything trigger your decision to leave?</b>                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.                        | <b>What was the most satisfying thing about your job?</b>                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5                         | <b>What was the least satisfying thing about your job?</b>                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.                        | <b>Did the organization help you fulfill your career goals? Did you receive adequate support and encouragement?</b>                                                                                                                                                                                                                                                                                                                                            |
| 7.                        | <b>How could the organization have enabled you to make fuller use of your talents and skills?</b>                                                                                                                                                                                                                                                                                                                                                              |
| 8.                        | <b>Did anyone in this organization discriminate against you, harass you, or cause hostile working conditions? (Important to follow up if they say yes) Explain.</b>                                                                                                                                                                                                                                                                                            |
| 9                         | <b>Under what conditions would you have stayed? Was there anything we could have done earlier on to prevent your leaving?</b>                                                                                                                                                                                                                                                                                                                                  |
| 10                        | <b>Would you recommend this organization as a quality employer? Why or why not.</b>                                                                                                                                                                                                                                                                                                                                                                            |