

Exit Interview

Employee Name _____

Termination Date _____

Employee ID # _____

Eligible for Rehire Yes No

Job Title _____

Reason for Termination

Voluntary

Involuntary

- Another Position
- Personal Reasons
- Relocation
- Retirement
- Return to School
- Other _____

- Attendance
- Violation of Company Policy
- Lay Off
- Reorganization
- Position Eliminated
- Other _____

Employee Comments:

Interviewer Comments:

Employee's Signature _____
Interviewer's Signature _____

Date: _____

Questionnaire

1. What are your primary reasons for leaving?

2. What did you find most satisfying about your job?

3. What did you find most frustrating about your job?

4. Were there any company policies or procedures that made your work more difficult?

5. Would you consider returning to this company in the future?

6. Would you recommend this company to a friend as a good place to work?

7. Is there anything the company could have done to prevent you from leaving?
