

# Exit Interview Questionnaire

Employee	Employee No.
Manager	Department
Termination Date	Last Day in Office

On your leaving the Company, we want to provide an opportunity for you to comment on your reason for leaving, and to recommend any changes to the organization you feel appropriate. Please complete this form as preparation for our discussion.

1. Were your initial objectives for joining the Company met? Please elaborate on how they were met/ or how they may have changed.

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2. What aspects of your job were the most satisfying?

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3. Suggest any specific changes that would have kept you at the Company .

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4. Recommend any changes you would like to suggest which you feel would benefit:

A. the  
Company \_\_\_\_\_

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B. your  
Department \_\_\_\_\_

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C. other  
Employees \_\_\_\_\_

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5. Is there a point of uncertainty or disagreement that you've been unable to settle satisfactorily that you would like to discuss?

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6. Please comment on your reason for leaving the Company .

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7. Please comment on the Employee Benefit Plan. Did it meet your needs sufficiently? Was your compensation sufficient in recognizing your performance?

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8. Discuss briefly your new responsibilities.

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9. Any additional comments are welcome.

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