



### Exit Interview - Sample #1

**NOTE:** This form is provided as a guide. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating what can be discussed..

|               |                  |
|---------------|------------------|
| EMPLOYEE NAME | SUPERVISOR       |
| JOB TITLE     | DEPARTMENT       |
| HIRE DATE     | RESIGNATION DATE |

|                                                                          |                      |                |                  |              |
|--------------------------------------------------------------------------|----------------------|----------------|------------------|--------------|
| 1. What is your primary reason for leaving?                              |                      |                |                  |              |
|                                                                          |                      |                |                  |              |
| 2. Did anything trigger your decision to leave?                          |                      |                |                  |              |
|                                                                          |                      |                |                  |              |
| 3. What circumstances would have prevented your departure?               |                      |                |                  |              |
|                                                                          |                      |                |                  |              |
| 4. What did you like most about your job?                                |                      |                |                  |              |
|                                                                          |                      |                |                  |              |
| 5. What did you like least about your job?                               |                      |                |                  |              |
|                                                                          |                      |                |                  |              |
| <b>6. What did you think of your Supervisor on the following points?</b> |                      |                |                  |              |
|                                                                          | <i>Almost Always</i> | <i>Usually</i> | <i>Sometimes</i> | <i>Never</i> |
| Resolved complaints and concerns promptly                                |                      |                |                  |              |
| Listened to suggestions                                                  |                      |                |                  |              |
| Was sensitive to employees' needs                                        |                      |                |                  |              |
| Was consistently fair                                                    |                      |                |                  |              |
| Provided leadership                                                      |                      |                |                  |              |
| Clearly communicated expectations                                        |                      |                |                  |              |
| Provided feedback on performance                                         |                      |                |                  |              |
| Provided coaching and training                                           |                      |                |                  |              |
| Recognized accomplishments                                               |                      |                |                  |              |
| Provided appropriate and challenging assignments                         |                      |                |                  |              |

| <b>7. How would you rate the Company on the following?</b>                                 |                  |             |             |             |
|--------------------------------------------------------------------------------------------|------------------|-------------|-------------|-------------|
|                                                                                            | <i>Excellent</i> | <i>Good</i> | <i>Fair</i> | <i>Poor</i> |
| Compensation package                                                                       |                  |             |             |             |
| Recruiting process                                                                         |                  |             |             |             |
| Orientation process                                                                        |                  |             |             |             |
| Initial training                                                                           |                  |             |             |             |
| Personal job training                                                                      |                  |             |             |             |
| Growth opportunities                                                                       |                  |             |             |             |
| Physical working conditions                                                                |                  |             |             |             |
| Equipment provided (materials, resources, facilities)                                      |                  |             |             |             |
| Keeping employees informed                                                                 |                  |             |             |             |
| Treating employees fairly                                                                  |                  |             |             |             |
| Upholding company values                                                                   |                  |             |             |             |
| Morale - overall                                                                           |                  |             |             |             |
| Performance review process                                                                 |                  |             |             |             |
| Comments:                                                                                  |                  |             |             |             |
| <b>8. Was the work you were doing approximately what you expected it to be?</b>            |                  |             |             |             |
| YES      NO                                                                                |                  |             |             |             |
| Comments:                                                                                  |                  |             |             |             |
| <b>9. Was the work you were doing approximately what you expected it to be?</b>            |                  |             |             |             |
| Too Heavy      About right      Too light                                                  |                  |             |             |             |
| Comments:                                                                                  |                  |             |             |             |
| <b>10. Would you recommend the company to a friend as a good organization to work for?</b> |                  |             |             |             |
| Most definitely      With reservations      No                                             |                  |             |             |             |
| <b>11. What suggestions do you have to make our company a better place to work?</b>        |                  |             |             |             |
| Comments:                                                                                  |                  |             |             |             |

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*Signature - Employee*

\_\_\_\_\_

*Signature - Management or Human Resource Representative*