



Exit Interview - Sample #2

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 - PRINT

INTERVIEWER NAME - PRINT

- ✓ What did you value about this company? _____

- ✓ What did you dislike about this company? _____

- ✓ How was your relationship with your manager? _____

- ✓ What are your views about management and leadership, in general, in the company? _____

- ✓ What did you like most about your job? _____

- ✓ What did you dislike about your job? What would you change about your job? _____

- ✓ Do you feel you had the resources and support necessary to accomplish your job? _____

- ✓ What was your experiences concerning employee morale and motivation in this company? _____

- ✓ Were your job responsibilities characterized correctly during the interview process and orientation?

- ✓ Did you have clear goals and know what was expected of you in your job? _____

- ✓ Did you receive adequate feedback about your performance day-to-day and in the performance development planning process? _____

- ✓ Describe your experience of the company's commitment to quality and customer service. _____

- ✓ What would you recommend to help us create a better workplace? _____

- ✓ Describe the qualities and characteristics of the person who is most likely to succeed in this company.

- ✓ What are the key qualities and skills we should seek in your replacement?

- ✓ Do you have any recommendations regarding our compensation, benefits and other reward and recognition efforts?

- ✓ Would you recommend the company as a good place to work to your friends and family?

- ✓ What does your new company offer that encouraged you to accept their offer and leave this company?

- ✓ Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, or what we can do to become a better company? _____

SIGNATURE - EMPLOYEE

DATE

SIGNATURE - INTERVIEWER

DATE