



Employee Exit Interview Survey

NAME _____ EMPLOYEE # _____

DEPARTMENT _____ JOB TITLE _____

LENGTH OF EMPLOYMENT: FROM _____ TO _____



List reasons for leaving:

1. _____
2. _____
3. _____
4. _____

What are you receiving at your new job that you do not have here? _____

Comments & Suggestions

Employee Comments

Job Satisfaction:

Comments:

Genuinely happy with job

Job was acceptable

Dissatisfied with job

Salary:

Comments:

Good; better than most in comparable positions

Average

Poor; less than others in comparable positions

Working Conditions:

Comments:

Pleasant environment

Generally acceptable

Poor

Fringe Benefits:

Comments:

Good, better than most in comparable positions

Average

Poor; less than others in comparable positions

Communication:

Comments:

Departmental personnel made a genuine effort to
keep staff informed

Received most information, but not always timely

Hardly ever got information; had to seek it out

Supervisor's Role:

Comments:

Supervisor was instrumental in establishing a positive
work environment

Supervisor was generally more positive than negative

Supervisor's influence was detrimental to morale

Promotional Opportunities:

Comments:

Felt many opportunities existed
Felt there were some opportunities
Felt opportunities were non-existent

Recognition:

Comments:

Supervisor was aware of my work; gave recognition for achievement and extra effort
Supervisor sometimes acknowledged extra effort
Supervisor generally failed to acknowledge performance

Job Challenge:

Comments:

Found job challenging
Sometimes bored
Job was routine and boring

Workload:

Comments:

Found workload to be challenging but fair
Didn't have enough to do
Continually had more work than I could complete

Employee Signature: _____

Date: _____

Interviewer Signature: _____