



## 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? \_\_\_\_\_

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### Comments & Suggestions

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## **Employee Comments**

### **Job Satisfaction:**

Comments:

Genuinely happy with job

Job was acceptable

Dissatisfied with job

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### **Salary:**

Comments:

Good; better than most in comparable positions

Average

Poor; less than others in comparable positions

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### **Working Conditions:**

Comments:

Pleasant environment

Generally acceptable

Poor

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### **Fringe Benefits:**

Comments:

Good, better than most in comparable positions

Average

Poor; less than others in comparable positions

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### **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

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### **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

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**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

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**Job Challenge:**

Comments:

Found job challenging  
Sometimes bored  
Job was routine and boring

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**Workload:**

Comments:

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

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Interviewer Signature:** \_\_\_\_\_