

Exit Interview Questionnaire

Employee Name:

Date of Interview:

Last Day of Employment:

1. Specifically why are you leaving the organization? (If moving, need forward address for taxes)
2. Do you feel the general orientation provided you was worthwhile?
3. What about subsequent orientation(s) to tasks etc.?
4. What did you like most about working here?
5. What did you like least?
6. Do you feel you were treated fairly while with the company? Explain.
7. How did you feel about your chances for advancement?
8. Is there any problem that you know about (or heard) concerning the Company?
9. What would have to change for you to come back?

Rate your manager on the following:

	always	usually	sometimes	never
follows policies and procedures				
treats employees in a fair and equal way				
provides recognition for a job well done				
resolves complaints and problems				
gives needed information				
keeps employees busy				
knows his/her job well				
welcomes suggestions				
maintains discipline				

What do you think of the following in your department?

	excellent	good	fair	poor
cooperation/teamwork in the department				
cooperation with other departments				
department orientation and OTJ training				
Communications				
working conditions				
work schedule				

How do you feel about the following?

	excellent	good	fair	poor
rate of pay for your job				
amount of paid leave accrual				
health insurance program				
tuition assistance				
pension plan				

- COBRA Information given to employee
 - Mutual of America Information given
 - keys
 - ID badge
 - Nursing/HCA bag
 - Reimbursement forms turned in
 - Phone card
 - Written resignation
 - Calendar
 - Other
 - Check:
- Final payment checks given to employee []

ACKNOWLEDGMENT OF CORPORATE COMPLIANCE RESPONSIBILITIES

I have no knowledge of any violation of the law or any corporate policies or standards of conduct by me or any other employees while I have been employed at this company. If I recall any suspected violations in the future, I will immediately report them to the Owner of the Company.

Signature of Employee

Printed Name

Date