

EXIT INTERVIEW FORM

It is always the interest of the company to improve its ways and means. Your answers on this exit interview form will be kept confidential and is much appreciated.

Name: _____
Position: _____
Department: _____
Date Hired: _____
Separation Date: _____

What made you opt for leaving the company?

- | | |
|---|--|
| <input type="checkbox"/> Higher Salary | <input type="checkbox"/> Better work life balance |
| <input type="checkbox"/> Better Benefits | <input type="checkbox"/> Nature of Career |
| <input type="checkbox"/> Closer to home | <input type="checkbox"/> Better Career Opportunity |
| <input type="checkbox"/> Conflict with an Employee | <input type="checkbox"/> Conflict with the managers |
| <input type="checkbox"/> Schedule Conflict | <input type="checkbox"/> Personal or Family related issues |
| <input type="checkbox"/> Retrenchment | <input type="checkbox"/> To attend school |
| <input type="checkbox"/> Relocation to another city | |

Other (please specify): [SPECIFY ANY OTHER REASONS THEREOF]

Please rate appropriately.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The job itself is challenging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The people in the company lend their hand in helping me do my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There was sufficient training provided by the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. There was sufficient opportunities for career growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. My supervisor and other management level personnel listened to my ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My co-workers are open to new suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The workplace is conducive to working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. My skills were efficiently used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The workload is manageable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are your other suggestions that might help improve the company as a whole?

[INSERT ADDITIONAL COMMENTS]

1. What did you like most about your job?

[INSERT YOUR ANSWER]

2. What did you least like about your job?

[INSERT YOUR ANSWER]

3. If you are taking another job, what kind of job will you be doing?

[INSERT YOUR ANSWER]

4. What is in another company that is attractive to you?

[INSERT YOUR ANSWER]

5. What can you suggest that the company can make in order for you to prolong your stay in the organization?

[INSERT YOUR ANSWER]

4. There was sufficient opportunities for career growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. My supervisor and other management level personnel listened to my ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My co-workers are open to new suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The workplace is conducive to working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. My skills were efficiently used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The workload is manageable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are your other suggestions that might help improve the company as a whole?

[INSERT ADDITIONAL COMMENTS]

1. What did you like most about your job?

[INSERT YOUR ANSWER]

2. What did you least like about your job?

[INSERT YOUR ANSWER]

3. If you are taking another job, what kind of job will you be doing?

[INSERT YOUR ANSWER]

4. What is in another company that is attractive to you?

[INSERT YOUR ANSWER]

5. What can you suggest that the company can make in order for you to prolong your stay in the organization?

[INSERT YOUR ANSWER]