# Exit Interview Questionnaire

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| Name: |  | | |
| Phone Number: |  | | |
| Email Address: |  | | |
| Position Held: |  | | |
| Department: |  | | |
| Manager: |  | | |
| Length of Time at the Company: | |  | |
| What other positions did you hold at the company: | | |  |
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1. How well did your initial job description reflect your actual job? What changes would you make to your description?

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1. How did you like the work environment? Do you have any suggestions to improve the overall environment?

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1. What aspects of your job and this company did you enjoy most? Least?

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1. Why have you decided to leave the company? If you are going to another company, why did you choose that position over the one at this company? (i.e., work environment, salary, benefits, career advancement, family circumstances, etc.)

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1. Did you attempt to rectify the situation at this company before seeking employment with another company?

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1. Do you feel your manager or supervisor was fair and equal, provided recognition, created a good work environment for teamwork, listened to employees, and handled any problems in an efficient manner?

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1. How well you were able to get along with your colleagues in your department? How did you feel the various departments worked together?

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1. How was communication within the company? Was morale good overall?

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1. Was there a feeling of satisfaction in your job?

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1. Were your benefits and compensation suitable for your position?

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1. Was your workload justified for your position and compensation? Did you ever feel pressured to take on more work than you could handle?

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1. Did your manager care about your career, and did they help you in getting the training and encouragement for advancement you needed? How often did he or she complete a performance review? Was it helpful?

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1. Are there any other comments about your job and experience at the company you would like to share here?

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