

Employee Name _____
Date completed _____
Date of termination _____
Interviewer _____

EXIT INTERVIEW
(Interviewer's Guide)

Division/Dept. the departing employee worked in _____	
Job Title _____	Years of Service _____
Status (PT/FT/TAR) _____	

Primary and Secondary Reason for Leaving

Relocation	Lack of training	Physical condition of workspace
Hours/Schedule	Attend School	Lack of equipment needed
Child Care	Lack of feedback from supervisor	Change in career
Family circumstances	Dissatisfied with wages	Lack of advancement
Relationship with co-worker	Work load	Benefits
Relationship with supervisor	Offered a promotion elsewhere	Commute
Poor treatment of patients	Poor treatment of customers	Job security
End of appointment		

If reason is dissatisfaction, did you attempt to solve the issue with supervisor? _____

Did you consider a transfer to another department? _____

Have you found work elsewhere? _____(document where)_____

Could anything have made you stay? _____

*Rank the next set of questions Strongly Agree/Agree/Disagree/Strongly Disagree

Overall satisfaction with work

Overall, I was satisfied with my work experience SA A D SD

I was provided the necessary training SA A D SD

I was able to utilize my skills and abilities SA A D SD

I was provided the necessary tools and equipment SA A D SD

Career opportunities/advancement were made available SA A D SD

The workload was fairly distributed

SA A D SD

The workload was manageable

SA A D SD

The schedule was set up fairly

SA A D SD

Salary & Benefits

The salary was reasonable

SA A D SD

The benefits offered were satisfactory

SA A D SD

Relationships

Co-workers in the department got along very well

SA A D SD

The supervision in the department was satisfactory

SA A D SD

I was given clear expectations by my supervisor

SA A D SD

I was able to offer suggestions

SA A D SD

I received regular feedback

SA A D SD

With respect to the responses above, did you want to elaborate on any of your answers about areas you were most or least satisfied with? _____

Would you ever consider coming back to the University? _____

**What suggestions might you have to help make the University a better place to work?
_____**