



## EXIT INTERVIEW FORM

Employee Name: _____	Department: _____
Supervisor: _____	Separation Date: _____
Position Held: _____	Date: _____

### PART 1 – REASON FOR LEAVING EMPLOYMENT:

**RESIGNATION (please check all that apply, circle primary reason and explain):**

- |   |   |
|---|---|
| <input type="checkbox"/> Took another position<br><input type="checkbox"/> Home/Family needs<br><input type="checkbox"/> Relocation to another area<br><input type="checkbox"/> Poor health-physical problems<br><input type="checkbox"/> To attend school<br><input type="checkbox"/> Retirement | <input type="checkbox"/> Dissatisfaction with supervisor/management<br><input type="checkbox"/> Dissatisfaction with type of work<br><input type="checkbox"/> Dissatisfaction with working conditions<br><input type="checkbox"/> Dissatisfaction with salary<br><input type="checkbox"/> Other |
|---|---|

Explanation: \_\_\_\_\_

### PART II – COMMENTS AND SUGGESTIONS

What did you enjoy most about your job? \_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

What improvements can we make? \_\_\_\_\_

What challenges did you experience? \_\_\_\_\_

How would you describe the company culture? \_\_\_\_\_

How did you feel about the benefits that were offered? \_\_\_\_\_

	Excellent	Good	Fair	Poor
Rate of pay	_____	_____	_____	_____
Paid holidays	_____	_____	_____	_____
Vacation Leave/Sick Leave Accrual	_____	_____	_____	_____
Retirement plans	_____	_____	_____	_____
Medical/Dental coverage	_____	_____	_____	_____
Life insurance	_____	_____	_____	_____

**PAGE 2 – EXIT INTERVIEW**

**PART II – COMMENTS AND SUGGESTIONS CONTINUED:**

How do you feel about the following:

	Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied
Opportunity to use your abilities	_____	_____	_____	_____	_____
Recognition of the work you did	_____	_____	_____	_____	_____
Training you received	_____	_____	_____	_____	_____
Supervisor's management method	_____	_____	_____	_____	_____
Communication with supervisor	_____	_____	_____	_____	_____
Information on policies	_____	_____	_____	_____	_____
Disciplinary policies	_____	_____	_____	_____	_____
Leave policies	_____	_____	_____	_____	_____
Performance reviews	_____	_____	_____	_____	_____

Did we accurately convey the job responsibilities during the hiring process? \_\_\_\_\_  
\_\_\_\_\_

What has your new place of employment offered you that is more attractive than your present job? \_\_\_\_\_  
\_\_\_\_\_

Could Pulaski County have made any improvements that might have influenced you to stay on the job?  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewers Signature Title Date

\_\_\_\_\_  
Employee Signature Employee (Please Print) Date