

Form: Employee Exit Interview

Description: A sample form to be used in connection with a departing employee

Exit Interview

Date: _____

Employee's Name: _____

Department: _____

Job Title: _____

Supervisor: _____

Dates of Employment: _____

Reason for Leaving Company: _____

Employee Informed of Restrictions On:

_____ Solicitations of
customers (if applicable)

_____ Restrictions on solicitations
of employees

_____ Removing company documents

_____ Patents

_____ Confidentiality obligations

_____ Customer lists

_____ Other _____

Return of:

_____ Keys

_____ Credit Card

_____ ID Card

_____ Building Pass

_____ Company Documents

_____ Company Equipment

_____ Other Company Property

What is your primary reason for leaving? _____

Do you feel you were treated fairly by the company? _____

Would you consider coming back to the company? _____

Were you paid an adequate salary for the work you did? _____

Exit Interview (Continued)

Do you believe management adequately recognized employee contributions? _____

Did you understand company policies and the reasons for them? _____

Have you observed incidences of illegal acts within the company? _____

Do you feel your training was adequate? _____

Were you content with your working conditions? _____

Are security arrangements appropriate in the company? Could they be improved? _____

Do you have any suggestions for improving employee morale? _____

What was the best part of your job here? _____

Signature of Person Conducting the Interview