

## Exit Interview

Employee Name \_\_\_\_\_

Termination Date \_\_\_\_\_

Employee ID # \_\_\_\_\_

Eligible for Rehire     Yes  No

Job Title \_\_\_\_\_

### Reason for Termination

#### Voluntary

#### Involuntary

- Another Position
- Personal Reasons
- Relocation
- Retirement
- Return to School
- Other \_\_\_\_\_

- Attendance
- Violation of Company Policy
- Lay Off
- Reorganization
- Position Eliminated
- Other \_\_\_\_\_

<b>Employee Comments:</b>

<b>Interviewer Comments:</b>

Employee's Signature \_\_\_\_\_  
Interviewer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Questionnaire

1. What are your primary reasons for leaving?

---

---

---

2. What did you find most satisfying about your job?

---

---

---

3. What did you find most frustrating about your job?

---

---

---

4. Were there any company policies or procedures that made your work more difficult?

---

---

---

5. Would you consider returning to this company in the future?

---

---

---

6. Would you recommend this company to a friend as a good place to work?

---

---

---

7. Is there anything the company could have done to prevent you from leaving?

---

---

---