

Employee Exit Interview

Employee Name: _____ Title: _____

_____ Date: _____ Reason for Termination: _____

Did management adequately recognize your contributions?

Did you feel you had the support of management?

Were you properly trained for your job?

Was your work rewarding?

Were you treated fairly by the company?

Was your salary adequate?

Did you have good working conditions?

Was your workload reasonable?

Were you supervised properly?

Did you understand all company policies?

Have you seen theft of company property?

Would you recommend employment with the company to others?

What do you feel are the company's strengths?

What do you feel are the company's weaknesses?

I am leaving the job because:

Other notes:

Employee Name: _____

Signature: _____ Date _____

Manager / Supervisor Name: _____

Signature: _____ Date _____

Legal Disclaimer: The Employee Exit Interview is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes, and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.