**Exit interview form**

# We appreciate you taking a few minutes to answer the following questions. Please be as honest as possible. While we may share some of this information with management, individual responses will remain confidential to the Human Resources department, and will not be held against you.

Employee name

/ /

Date

/ /

Date of hire

/ /

Last date of employment

Job title

Department

01 Please rate your direct supervisor on the following

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Clearly communicated expectations |  |  |  |  |
| Held weekly or biweekly 1:1 meetings to discuss my projects and work |  |  |  |  |
| Provided consistent and regular feedback about my work |  |  |  |  |
| Provided leadership, guidance and motivation to the entire team |  |  |  |  |

**For any items not marked “Excellent,” please explain why:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Healthcare, dental and vision insurance coverage |  |  |  |  |
| Life insurance |  |  |  |  |
| 401(k) plan |  |  |  |  |
| Flexibility and work-life balance |  |  |  |  |
| PTO policy (including vacation, sick days and paid holidays) |  |  |  |  |
| Workspace and equipment |  |  |  |  |
| Company-sponsored events |  |  |  |  |

**For any items not marked “Excellent,” please explain why:**

03 Please rate the company’s benefits, perks and workplace experience

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agree** | **Agree Somewhat** | **Disagree** |
| The job description provided an accurate representation of the duties your role entailed |  |  |  |
| I feel I was well-trained and set up for success |  |  |  |
| I feel my compensation was fair for my role and responsibilities |  |  |  |
| I was provided opportunities for advancement throughout my employment |  |  |  |
| My role and responsibilities changed dramatically throughout my employment |  |  |  |
| My role allowed me to apply my best skills and use of my greatest strengths |  |  |  |

**For any items not marked “Agree,” please explain why:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Communication with employees regarding updates and changes |  |  |  |  |
| Communication with employees regarding internal opportunities |  |  |  |  |
| Communication of company mission, vision and objectives |  |  |  |  |
| Cross-department communication, collaboration and cooperation |  |  |  |  |
| PTO policy (including vacation, sick days and paid holidays) |  |  |  |  |
| Communicating and upholding company culture |  |  |  |  |

**For any items not marked “Excellent,” please explain why:**

1. **Please rate the following statements as true or false**

|  |  |  |
| --- | --- | --- |
|  | **True** | **False** |
| I would consider returning to the organization in the future |  |  |
| I would feel comfortable referring someone else to work here |  |  |

1. **Why are you choosing to leave the company?**

08 Other feedback (optional)

**Thank you for your time!**

# We wish you the best of luck in your future endeavors.