**Exit Interview Form**

Employee Name Employee ID

Job Title Termination Date

**Reason for Termination**

|  |  |
| --- | --- |
| **Involuntary** | **Voluntary** |
|  | Lay Off |  | Personal Reasons |
|  | Position Eliminated |  | Took Another Position |
|  | Attendance |  | Retirement |
|  | Reorganization |  | Relocating |
|  | Violation of Company Policy |  | Returning to School |
|  | Other: |  | Other: |

**Questionnaire**

What is your primary reason for leaving? If multiple, please specify.

Would you consider returning to work for this company in the future?

What did you find most satisfying about your job?

What did you find the most frustrating about your job?

Were there any company procedures or policies that made your job more difficult?



Would you recommend this company to a colleague or friend as a good place to work?



Is there anything that the company or your manager could have done to prevent you from leaving?



Do you have any suggestions for how the company can improve satisfaction in your position?



# Comments

Employee Comments:



Interviewer Comments:



Is this employee eligible for rehire?  Yes  No  Other:

Employee's Signature Date

Interviewer's Signature Date