Sample Exit Interview

1. What influenced your decision to leave our organization?

\_\_\_ Better opportunity

\_\_\_ Type of work

\_\_\_ Rate of pay

\_\_\_ Illness or physical condition

\_\_\_ Supervision

\_\_\_ Family circumstances

\_\_\_ Desire for self-employment

\_\_\_ Commuting distance

\_\_\_ Return to school

\_\_\_ Other (please state)

1. If you are going to another job, will it be the same type of work? If not, what kind of work?
2. What does your new job offer that your current position does not?
3. What do you think about our supervision in the following areas?
	1. Following policies and procedures
	2. Using fair and equal treatment
	3. Providing recognition on the job
	4. Developing cooperation
	5. Resolving complaints, grievances, problems
	6. Other comments
4. Was your workload usually...

\_\_\_Too great

\_\_\_About right

\_\_\_Too light

\_\_\_Varied

1. Did you feel your chances for advancement were...

\_\_\_Excellent

\_\_\_Good

\_\_\_Fair

\_\_\_Poor

\_\_\_Unable to tell

1. What did you like about your job/department?
2. What did you dislike about your job/department?

(CONTINUED)

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1. How would you rate the following:
	1. Cooperation within your department
	2. Cooperation with other departments
	3. On-the-job training
	4. Equipment/tools provided
2. Would you say that the communications within the organizations were:

\_\_\_\_Excellent

\_\_\_\_Good

\_\_\_\_Fair

\_\_\_\_Poor

\_\_\_\_No opinion

1. How do you feel about your rate of pay and the employee benefits provided?
2. What did you like most about working here?
3. What did you like least about working here?
4. Would you recommend this organization to a friend as a good place to work?

Why or why not?

CLOSURE:

\_\_\_Final time sheet/payroll

\_\_\_Benefits issues

\_\_\_ Keys/codes

\_\_\_Reports/work in progress

\_\_\_ Other

*Thanks to the NEA Arts Manager Toolbox, Melanie Beene.*

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