



Exit Interview Questionnaire

Thank you for agreeing to complete two types of exit interviews, one written and one verbal. The attached form WILL be shared with management. It is not confidential. You are also invited to a phone or virtual interview with Karen Snyder, HR Consultant (contact at Karen@KarenSnyder.com). The information you share with Karen will remain confidential.

Name: _____

Department: _____

Job Title: _____

Date of Hire: _____

Date of Separation: _____

Which issues significantly contributed to your looking for another job? Please place an "x" in the boxes that apply.

- | | |
|--|---|
| <input type="checkbox"/> Advancement opportunities | <input type="checkbox"/> Poor Leadership |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Performance review |
| <input type="checkbox"/> Burnout | <input type="checkbox"/> Recognition (lack of) |
| <input type="checkbox"/> Career change | <input type="checkbox"/> Relationship with co-workers |
| <input type="checkbox"/> Care for a family member | <input type="checkbox"/> Relationship with manager |
| <input type="checkbox"/> Communication of responsibilities | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Commute | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Conflict with mission | <input type="checkbox"/> Return to school |
| <input type="checkbox"/> Dissatisfaction with policies | <input type="checkbox"/> Salary |
| <input type="checkbox"/> Health reasons | <input type="checkbox"/> Work/life balance (lack of) |
| <input type="checkbox"/> Inadequate training | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Job security fears | _____ |



Please rate your level of agreement or satisfaction with what was offered by placing a “x” in the corresponding column for each statement:

- 1 - Never / Not at all satisfied**
- 2 - Occasionally / Slightly satisfied**
- 3 - Usually / Satisfied**
- 4 - Often / Very Satisfied**
- 5 - Always / Extremely Satisfied**

1	2	3	4	5	
					I was provided with the resources and technology to do my job well.
					Work assignments were what I expected.
					My physical work space allowed for me to work efficiently.
					The amount of work I was expected to do was reasonable.
					I was able to provide input regarding my job duties and responsibilities.
					I received recognition for my work accomplishments.
					Morale and working relationship with my co-workers were positive.
					Communication between management and employees was effective.
					Training was available and helpful.
					The location of the office provided a reasonable commute time.
					A flexible work schedule was made available to me.
					I was able to balance work time with my personal life.
					I had a positive working relationship with my supervisor.
					My supervisor provided feedback regarding my job performance.
					My supervisor exhibited fairness in dealing with people and issues.
					I was able to develop relationships with other leaders in the organization.
					Leaders took the time to get to know me and to be interested in me.
					Leaders spoke with me respectfully.
					I felt fairly compensated for my work.
					I felt the vacation and paid time off was appropriate.
					The medical/health plan met my needs.



For the remaining questions, please answer in the space provided below.

1. Do you believe that the organization's core values were upheld and influenced your work?
2. What were the things that you liked most about working at the organization?
3. What things need to be changed for future employees of the organization?
4. Please provide feedback regarding factors that led to your resignation.
5. Would you refer a friend or family member to the organization? Why or why not?