



Exit Interview Questionnaire

CONFIDENTIAL

Employee Information			
Name:		Position/Job Title:	
Department:		Last Day of Employment:	

Reason for leaving: ☐ Voluntary ☐ Involuntary

Additional Information:

Job Satisfaction & Experience				
Category	Very Dissatisfied	Slightly Dissatisfied	Slightly Satisfied	Very Satisfied
Training you received				
Opportunity to use your skills				
Availability of job growth and development opportunities				
What were the most satisfying parts of your job?				
What were your least favorite part(s) of your job?				
Did you feel you had the necessary tools, resources, and support from your manager to succeed in your role?				
Do you feel that your work efforts were appropriately recognized in the department/organization?				
Work Environment & Culture				
Category	Poor	Fair	Good	Excellent
Working conditions				
Availability of supplies and technology needed for role				
Overall employee morale				



How would you describe the overall company/department culture?				
Were you satisfied/dissatisfied with the environment of inclusion that you experienced during your time in this position?				
Management & Supervision				
Topic	Never	Sometimes	Usually	Almost Always
Was consistently fair				
Held team members accountable				
Recognized your efforts and contributions				
Please provide feedback on your direct supervisor's management style and support.				
Did you receive regular and constructive feedback on your performance?				
Were career development opportunities discussed with you?				
Compensation & Benefits				
Category	Very Dissatisfied	Slightly Dissatisfied	Slightly Satisfied	Very Satisfied
Starting salary				
Merit percentages				
Frequency of market adjustment				
Do you have any feedback regarding the compensation and benefits package compared to the market or your new opportunity?				

Do you have any other comments, questions, or suggestions you would like to share?
