

## EXIT INTERVIEW

The exit interview is useful for monitoring employee turnover and morale. It allows you to discuss the employee's perceptions of the company, address and reduce negative feelings, and gather information to help you adjust your management practices and company policies. Try to establish a climate of mutual trust and respect. Invite the employees to speak frankly and honestly, even about sensitive issues (e.g., criticizing management style.)

Employee Name \_\_\_\_\_ Employee no. \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_

Reasons for termination

0 Voluntary

0 Involuntary

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1. What did you enjoy the most while working here?
2. What did you find most frustrating?
3. Did you feel that management supported you?
4. Where you given appropriate training? Did you receive adequate supervision?
5. Were you treated fairly? Were your accomplishments acknowledged?
6. Was your salary reasonable and appropriate?
7. Were your working conditions satisfactory?
8. What are the company's strengths?
9. What are the company's weaknesses?
10. What would you have liked to see change at the company?
11. Are there any other areas you would like to discuss?

Interviewer \_\_\_\_\_

Supervisor \_\_\_\_\_