

CONFIDENTIAL

EMPLOYEE EXIT INTERVIEW

PURPOSE:

The intent of this Exit Interview is to ensure that any exiting employee is informed of his/her rights and benefits and that accurate records regarding termination of employment are collected and maintained.

POLICY:

It is the policy of _____ to ensure that any employee whose employment is being terminated, whether voluntarily or involuntarily, receives an exit interview. The exit interview shall be conducted by _____. The objectives of the exit interview are as follows:

- To determine and discuss the employee's reason for resignation, if applicable;
- To discover and discuss any grievances that the employee may have regarding the department or position held in an effort to institute any corrective action(s), if any; which may be deemed necessary
- To discover and discuss any misunderstandings the employee may have had about his/her job or with his/her supervisor(s) in an effort to institute any corrective action(s), if any, which may be deemed necessary;
- To maintain good will and teamwork amongst current and future employees;
- To review administrative details with the employee such as benefit continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- To arrange for the return of any company property which may be in the possession of the leaving employee and has not already been returned to the department supervisor.

PROCEDURE:

Upon an employee's announcement of his/her intent to resign, the supervisor/department head shall schedule an exit interview for the employee with _____ or his/her designee as soon as possible.

In the event that a decision has been made to terminate an employee, the employee shall meet with _____ or his/her designee for an exit interview as soon as possible, or as deemed appropriate.

Throughout the duration of the exit interview, _____, or his/her designee, shall seek to meet all objectives listed within the Exit Interview Policy.

The departing employee shall complete the following Exit Interview Form as thoroughly as possible.

Any information obtained during the exit interview may be disclosed to and/or discussed with the employee's supervisor, the Department Head or other management heads, as deemed necessary, in order to investigate any allegation(s) made or to inform them of any emerging problem(s).

EMPLOYEE NAME: _____
JOB TITLE: _____
DIVISION/UNIT: _____
START DATE: _____
SEPARATION DATE: _____
TOTAL LENGTH OF SERVICE: _____
REASON FOR LEAVING: _____

REASONS FOR LEAVING

Have you spoken with anyone, either your Supervisor or a Human Resource Representative, about your career goals? ___ Yes ___ No

If yes, what was the outcome of this conversation?

If no, why have you not spoken with anyone regarding your career goals?

In your opinion, have there been adequate career opportunities available within _____? ___ Yes ___ No

What types of career opportunities are important to you? *(Select all that apply)*

- | | | |
|--|---|--|
| <input type="checkbox"/> Promotional Opportunities | <input type="checkbox"/> Special Projects | <input type="checkbox"/> Increased Responsibilities |
| <input type="checkbox"/> Position Rotations | <input type="checkbox"/> Overseas | <input type="checkbox"/> Not looking for any Progression |
| <input type="checkbox"/> Other _____ | | |

JOB SATISFACTION

Please rate your satisfaction for each of the following:

Job Responsibilities

___ Outstanding ___ Very Good ___ Satisfactory ___ Fair ___ Unsatisfactory

Opportunity for Achieving Goals

___ Outstanding ___ Very Good ___ Satisfactory ___ Fair ___ Unsatisfactory

Work Environment

Outstanding Very Good Satisfactory Fair Unsatisfactory

Supervisor

Outstanding Very Good Satisfactory Fair Unsatisfactory

Pay

Outstanding Very Good Satisfactory Fair Unsatisfactory

Benefits

Outstanding Very Good Satisfactory Fair Unsatisfactory

What did you enjoy most about your job?

What did you enjoy least about your job?

What makes _____ a good place to work?

What makes _____ a poor place to work?

**What recommendations would you have for making your department and
as a whole a better place to work?**

**Would you have stayed if a more satisfactory arrangement could have
been worked out?**

Yes No

If yes, please explain:

Were you informed that the completion of the Exit Interview form was voluntary and were you given the option to not complete the form if you so desired?

___Yes ___No

Please sign and date this form below authorizing the placement of this Exit Interview form within your personnel file.

Employee Signature: _____ **Dated:** _____