



## EXIT INTERVIEW QUESTIONNAIRE

Name:

Position:

Supervisor:

Date:

1. **What is your primary reason for leaving?**
2. **Did anything trigger your decision to leave?**
3. **What was most satisfying about your job?**
4. **What was least satisfying about your job?**
5. **What would you change about your job?**
6. **Did your job duties turn out to be as you expected?**
7. **Did you receive enough training to do your job effectively?**
8. **Did you receive adequate support to do your job?**
9. **Did this company help you to fulfill your career goals?**
10. **Do you have any tips to help us find your replacement?**
11. **What would you improve to make our workplace better?**



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12. How did this job assist you in your career aspirations?
13. What was the quality of the supervision you received?
14. What could your immediate supervisor do to improve his or her management style?
15. Based on your experience with us, what do you think it takes to succeed at this  
  
company?
16. Did any company policies or procedures (or any other obstacles) make your job more  
  
difficult?
17. Would you consider working again for this company in the future?
18. Would you recommend working for this company to your family and friends?
19. How do you generally feel about this company?
20. What did you like most about this company?
21. What did you like least about this company?
22. What does your new company offer that this company doesn't?



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Exit Interview Date: \_\_\_\_\_

Interview Conduct by: \_\_\_\_\_

**HR Notes:**

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