

Employee Exit Interview

Attempt to have a neutral person (not the immediate supervisor) conduct the interview.

Questions	Agree	Score
• I knew what was expected of me at work.		
• I had the materials and equipment I needed to do my work correctly.		
• I had the opportunity to do what I do best each day.		
• My supervisor set an example for others to follow.		
• I received recognition or praise for doing good work.		
• My supervisor seemed to care about me as a person.		
• My supervisor treated me with dignity and respect.		
• My supervisor gave me useful feedback on my performance.		
• My supervisor gave me timely feedback on my performance.		
• My pay was in line with my level of education and experience.		
• The benefits were an incentive to remain employed by the company.		
• There was someone at work who encouraged my development.		
• At work, my opinions seemed to count.		
• The mission/purpose of my company made me feel my job was important.		
• My fellow employees were committed to doing quality work.		
• I had a best friend at work.		
• In the last six months, my supervisor talked to me about my progress.		
• This last year, I had opportunities to learn and grow at work.		

The main reason(s) for leaving:

- _____ Higher pay
- _____ Better benefits
- _____ Better chance for advancement
- _____ Relationship with my supervisor
- _____ Company work environment
- _____ Lack of resources to adequately do my job
- _____ Other, please elaborate _____

What, if anything, could the organization have done that would have made it more likely for you to stay?

Employee Name: _____ **Date:** _____