EMPLOYEE EXiT INTERVIEW (option 2)

Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No.\_\_\_\_\_\_\_\_ Soc. Sec. No.

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:

Service Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Day Worked:

Are you moving or planning to move? 🞏 Yes 🞏 No

New Address:

Do you want to continue your life insurance? 🞏 Yes 🞏 No

Medical Insurance? 🞏 Yes 🞏 No

Is written resignation attached for voluntary separation? 🞏 Yes 🞏 No If not, please attach same.

Why are you leaving?

Were you satisfied with:

**Your Job?** (fit with interest and abilities, opportunities, workload, etc.)

**Supervision & Management?** (fairness, competence, supportiveness, etc.)

**Company Policies & Practices?** (fairness, working environment, etc.)

**Salary & Employee Benefits?** (fairness, working environment, etc.)

What did you ***MOST*** like about working at the company?

What do you feel needs to be improved at the company?

Were you treated fairly while with the company? 🞏 Yes 🞏 No If no, what was your complaint?

My reason for leaving the company has nothing to do with a work-related problem or grievance: 🞏 Yes 🞏 No

Is there a problem that you know about or you have heard others talking about concerning the company? Remarks:

Must something change for you to come back? If yes, what?

Do you plan to return to work at the company? 🞏 Yes 🞏 No If Yes, when?

🞏 Explain final pay policy and give (or arrange for) final checks to employee.

🞏 Remind employee to keep company informed about change of address for tax purposes.

Other comments/interviewer’s assessment:

Interviewer Date Supervisor Date