**EXIT INTERVIEW - SEPARATION QUESTIONNAIRE**

Please complete the following questions. We are very interested in learning about your employment here. We appreciate your openness and time. Thank you.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Separation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What did you like and dislike about your job? \_

What did you like and dislike about your supervisor? \_\_\_\_\_\_\_\_\_

What could the organization do to improve itself as an employer (e.g., working conditions, salaries, benefits, etc.)?

What could the organization do to improve service to its customers?

What improvements could be made in the organization? \_\_\_\_\_\_\_\_\_

# Why did you decide to look for another job or organization? \_

Would you return to the organization as an employee? If yes, under what conditions?

Additional comments -please feel free to add any other information you feel would be beneficial to us. Thanks.

Health Insurance: \_\_\_\_ Yes \_\_\_\_ No

Life insurance: \_\_\_\_ Yes \_\_\_\_ No

Organization Property: \_\_\_\_ Yes \_\_\_\_ No

Keys (if applicable): \_\_\_\_ Yes \_\_\_\_ No

Forwarding address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Personnel/Human Resources Department comments regarding action required or action taken: