

**GENERAL QUESTIONS**

1. Why are you leaving your current position?

---

---

---

2. What skills and qualifications do you think we need to look for in your replacement?

---

---

---

3. Do you think you were adequately equipped to do your job well?

---

---

---

4. Were you comfortable talking to your supervisor about work problems?

---

---

---

5. What feedback do you have for you supervisor?

---

---

---

**COMPANY CULTURE:**

6. What could we have done better/differently?

---

---

---

7. Would you recommend a friend or family member work here? Why or why not?

---

---

---

8. How would you describe the culture of our company?

---

---

---

9. If you could change anything about your job or the company, what would you change?

---

---

---

10. Do you have recommendations regarding our compensation, benefits and other reward and recognition efforts?

---

---

---

11. What would make you consider working for this company again in the future?

---

---

---

**JOB DUTIES:**

12. What did you like most about your job?

---

---

---

13. What did you dislike most about your job?

---

---

---

14. Did this job match your expectations?

---

---

---

15. Did the work you were doing here align with your personal goals and interests?

---

---

---

16. What was your best and/or worst day on the job?

---

---

---

**BETTER OPPORTUNITY:** (to be completed if leaving the company for a different job)

17. What was the biggest factor that lead you to accept the new position?

---

---

---

18. What does your new company/position offer that made you decide to leave?

---

---

---

19. Why did you begin looking for a new job?

---

---

---

**ADDITIONAL COMMENTS:**

20. Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better company?

---

---

---

21. Are there any unresolved issues or concerns?

---

---

---

22. Additional Comments:

---

---

---

**ACKNOWLEDGMENT:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please feel free to use this exit interview to expand on any of your responses to the questions listed above and to provide suggestions for improving our work procedures and/or our work environment. Thank you for your honest feedback.*

---

