

Case Number: \_\_\_\_\_

Interview Type: \_\_\_\_\_

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

Interviewee: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Manager: \_\_\_\_\_

Case Group: \_\_\_\_\_

Case Location: \_\_\_\_\_

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

Function: \_\_\_\_\_

Length in Current Position: \_\_\_\_\_

Interview Method: \_\_\_\_\_

Separation Reason: \_\_\_\_\_

Overall Average: \_\_\_\_\_

### OPENING PROTOCOL

- Thank you for participating in our Exit Interview today.
- This process provides a valuable source of information to assist us in assessing the overall quality of work-life.
- We appreciate your candid comments about the time you spent at **COMPANY NAME**.
- The information you provide today will be kept on a need to know basis. All questions are optional.

### QUANTITATIVE QUESTIONS

#### Question 1: Work Activities

Average:

- |  |       |
|--|-------|
| 1. The amount of work I was expected to do was reasonable.   | _____ |
| 2. I had access to resources (e.g., materials, equipment, tech, etc.) I needed to do my job effectively. | _____ |
| 3. I had the training I needed to do my job effectively.   | _____ |
| 4. I was involved in decisions that affected my work.  | _____ |
| 5. I had the appropriate level of support to do my job effectively.                                      | _____ |

#### Question 2: Recognition/Opportunity

- |   |       |
|---|-------|
| 1. My performance was evaluated fairly, taking into consideration established goals and other responsibilities. | _____ |
| 2. I received timely and helpful feedback regarding my performance on a regular basis.                          | _____ |
| 3. I was satisfied with opportunities to move into other roles within company.                                  | _____ |
| 4. I was satisfied with my overall compensation - including pay, benefits and other incentives.                 | _____ |

#### Question 3: Relationships

- |   |       |
|---|-------|
| 1. My manager treated me with respect.                    | _____ |
| 2. My manager kept his/her commitments.                   | _____ |
| 3. My manager recognized people when they did a good job. | _____ |
| 4. My manager was an effective listener.                  | _____ |
| 5. People in my department worked well together.          | _____ |

**Question 4: Work/Life Balance and Physical Environment**

**Average:**

1. Safe work practices were encouraged and followed in my work group. \_\_\_\_\_
2. My workload allowed me to have sufficient personal time outside of work. \_\_\_\_\_

**Question 5: Communication/Other**

1. In my department, there was open and honest two-way communication. \_\_\_\_\_
2. Throughout **COMPANY NAME**, there was open and honest two-way communication. \_\_\_\_\_
3. I would recommend **COMPANY NAME** as a place to work to my friends and family. \_\_\_\_\_

**QUALITATIVE QUESTIONS**

**Question 1:** What was your primary reason for leaving **COMPANY NAME**? Did anything trigger your decision to leave?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 2:** What was the most satisfying thing about your job?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 3:** What was the least satisfying thing about your job?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 4:** What would you have changed within your department/team at **COMPANY NAME**?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 5:** What would you have changed at **COMPANY NAME** outside of your department/team?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 6:** What could your immediate supervisor do to improve his/her managerial style?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 7:** Is there anything else you would like to share about your experience working for **COMPANY NAME**?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 8:** Are there any open issues of which we need to be aware before you leave?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLOSING PROTOCOL**

- Once again, thank you for your time.
- Please feel free to contact us if you have any questions.
- We wish you well with your new opportunity.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Information: \_\_\_\_\_  
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Address: \_\_\_\_\_