

**CONFIDENTIAL**

**EXIT INTERVIEW QUESTIONNAIRE**

---

The exit interview serves to gather information about your working experience with the company and our effort is to support company's mission by using your feedback to make necessary improvements.

**Note: Information provided is confidential**

---

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

Employee: \_\_\_\_\_ Designation: \_\_\_\_\_

Joined date: \_\_\_\_\_ Last date of working: \_\_\_\_\_ Effective \_\_\_\_\_  
date of resignation

Contact Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Division \_\_\_\_\_ Department/Team: \_\_\_\_\_

---

1. What factors contributed to you accepting a job with XXXXXXXX Company?

\_\_\_\_\_

2. Did you meet your job expectations?

\_\_\_\_\_

3. Did you understand the job expectations when you were hired?

\_\_\_\_\_

4. Did you understand the performance standards you were expected to meet?

\_\_\_\_\_

5. Did you receive sufficient training to meet those expectations?

\_\_\_\_\_

6. Was the training given by the company relevant to your job? Yes  No

Was it enable you to do a better job? Yes  No

Other Comments \_\_\_\_\_

7. How would you rate your own performance on the job?

Excellent  Good  Satisfactory  Below average  Very poor

8. What were your best experiences here?

---

---

9. Your worst Experience at XXXXXXXX Company?

---

---

**Company as a place to work**

10. I would rate XXXXXXXX Company as a (Excellent/ Good/ Fair/ Poor) place to work.

11. I feel the company policies and procedures are (Excellent/ Good/ Fair/ Poor).

12. How would you rate the following in your job or department?

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Cooperation within the department	( )	( )	( )	( )
Cooperation with other departments	( )	( )	( )	( )
Communication within the department	( )	( )	( )	( )
Communication with other departments	( )	( )	( )	( )
Communication with clients	( )	( )	( )	( )
Cooperation with the supervisor	( )	( )	( )	( )

Comments: \_\_\_\_\_

13. How would you rate the following aspects of your employment here?

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Opportunity for Advancement	( )	( )	( )	( )
Performance appraisals	( )	( )	( )	( )
Physical working conditions	( )	( )	( )	( )
Salary	( )	( )	( )	( )
Vacation/ Holidays	( )	( )	( )	( )
Other Company benefits	( )	( )	( )	( )
Feeling of belonging	( )	( )	( )	( )

Comments: \_\_\_\_\_

**Quality of Supervision**

14. How would you rate the following supervisory aspects of your employment here?

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Demonstrates fair and equal treatment	( )	( )	( )	( )
Leadership	( )	( )	( )	( )
Develops cooperation	( )	( )	( )	( )
Encourages feedback	( )	( )	( )	( )
Informs staff of work related matters	( )	( )	( )	( )
Expresses instructions clearly	( )	( )	( )	( )
Follows policies and procedures	( )	( )	( )	( )
Provides on the job training	( )	( )	( )	( )
Provides necessary equipment	( )	( )	( )	( )
Provides appropriate recognition of staff accomplishments( )	( )	( )	( )	( )
Resolves complaints/difficulties in a timely fashion	( )	( )	( )	( )

**Resignation Decision**

15. When did you decide to leave the Company?

\_\_\_\_\_

How you've come to decide to leave?

\_\_\_\_\_

What is your main reason for leaving?

\_\_\_\_\_

What are the other reasons for your leaving?

- Better job opportunity
- Family circumstances
- Moving out of city/state
- Different type of work
- Self-employment
- Conflict with supervisor
- Rate of pay
- Commuting distance
- Better working conditions
- Retirement
- Continue education
- Illness or Physical condition
- Conflict with other employees
- Opportunity for advancement
- Sensitive issues such as bias/harassment/abuse/discriminate
- Other: \_\_\_\_\_

Why is this important or so significant for you?

\_\_\_\_\_

16. Do you have another job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

a. Where and what position offered?

\_\_\_\_\_

b. Starting salary and benefits provided by them?

\_\_\_\_\_

c. How did you discover the job was available?

\_\_\_\_\_

d. Why did you accept this particular job? What does the job offer that your job here does not?

\_\_\_\_\_

\_\_\_\_\_

17. What could XXXXXXXX Company have done to prevent you from leaving? If you were leading this company what would you have done differently?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. What would make you interested in returning to work at XXXXXXXX Company?

\_\_\_\_\_

\_\_\_\_\_

19. Would you recommend XXXXXXXX Company to a friend as a place to work and why?

\_\_\_\_\_

\_\_\_\_\_

20. Additional feedback:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interviewer's signature: \_\_\_\_\_ Employee's signature: \_\_\_\_\_