

# EMPLOYEE EXIT INTERVIEW FORM

## EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Title/Department: \_\_\_\_\_  
Start Date With Company: \_\_\_\_\_ Separation Date: \_\_\_\_\_

## EXIT INTERVIEW QUESTIONNAIRE

Please describe why you are leaving your position.

Was your job what you expected it to be? ☐ Yes ☐ No  
If not, please explain:

Do you feel you were placed in a position compatible with your skills? ☐ Yes ☐ No  
If not, please explain:

Do you feel that there was a possibility for advancement? ☐ Yes ☐ No  
If not, please explain:

What were some challenges you faced in your position?

What did you like about your position?

What did you dislike about your position?

Is there anything the company could have done differently to change your decision?

Additional Comments:

## SIGNATURE

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_