

CONFIDENTIAL

EMPLOYEE EXIT INTERVIEW

PURPOSE:

The intent of this Exit Interview is to ensure that any exiting employee is informed of his/her rights and benefits and that accurate records regarding termination of employment are collected and maintained.

POLICY:

It is the policy of to ensure that any employee whose employment is being terminated, whether voluntarily or involuntarily, receives an exit interview. The exit interview shall be conducted by . The objectives of the exit interview are as follows:

- To determine and discuss the employee's reason for resignation, if applicable;
- To discover and discuss any grievances that the employee may have regarding the department or position held in an effort to institute any corrective action(s), if any; which may be deemed necessary
- To discover and discuss any misunderstandings the employee may have had about his/her job or with his/her supervisor(s) in an effort to institute any corrective action(s), if any, which may be deemed necessary;
- To maintain good will and teamwork amongst current and future employees;
- To review administrative details with the employee such as benefit continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- To arrange for the return of any company property which may be in the possession of the leaving employee and has not already been returned to the department supervisor.

PROCEDURE:

Upon an employee's announcement of his/her intent to resign, the supervisor/department head shall schedule an exit interview for the employee with or his/her designee as soon as possible.

In the event that a decision has been made to terminate an employee, the employee shall meet with or his/her designee for an exit interview as soon as possible, or as deemed appropriate.

Throughout the duration of the exit interview, , or his/her designee, shall seek to meet all objectives listed within the Exit Interview Policy.

The departing employee shall complete the following Exit Interview Form as thoroughly as possible.

Any information obtained during the exit interview may be disclosed to and/or discussed with the employee's supervisor, the Department Head or other management heads, as deemed necessary, in order to investigate any allegation(s) made or to inform them of any emerging problem(s).

EMPLOYEE NAME:
JOB TITLE:
DIVISION/UNIT:
START DATE:
SEPARATION DATE:
TOTAL LENGTH OF SERVICE:
REASON FOR LEAVING:

REASONS FOR LEAVING

Have you spoken with anyone, either your Supervisor or a Human Resource Representative, about your career goals? ___Yes ___No

If yes, what was the outcome of this conversation?

If no, why have you not spoken with anyone regarding your career goals?

In your opinion, have there been adequate career opportunities available within ? ___Yes ___No

What types of career opportunities are important to you? *(Select all that apply)*

___Promotional Opportunities	___Special Projects	___Increased Responsibilities
___Position Rotations	___Overseas	___Not looking for any Progression
___Other _____		

JOB SATISFACTION

Please rate your satisfaction for each of the following:

Job Responsibilities

___Outstanding ___Very Good ___Satisfactory ___Fair ___Unsatisfactory

Opportunity for Achieving Goals

___Outstanding ___Very Good ___Satisfactory ___Fair ___Unsatisfactory

Work Environment

___Outstanding ___Very Good ___Satisfactory ___Fair ___Unsatisfactory

Supervisor

___Outstanding ___Very Good ___Satisfactory ___Fair ___Unsatisfactory

Pay

☐ Outstanding ☐ Very Good ☐ Satisfactory ☐ Fair ☐ Unsatisfactory

Benefits

☐ Outstanding ☐ Very Good ☐ Satisfactory ☐ Fair ☐ Unsatisfactory

What did you enjoy most about your job?

What did you enjoy least about your job?

What makes a good place to work?

What makes a poor place to work?

What recommendations would you have for making your department and as a whole a better place to work?

Would you have stayed if a more satisfactory arrangement could have been worked out?

☐ Yes ☐ No

If yes, please explain:

Were you informed that the completion of the Exit Interview form was voluntary and were you given the option to not complete the form if you so desired?

☐ Yes ☐ No

Please sign and date this form below authorizing the placement of this Exit Interview form within your personnel file.

Employee Signature: _____ **Dated:** _____