

EXIT INTERVIEW CHECKLIST —

VOLUNTARY TERMINATION

Employee's Name:

Employee or Social Security No.:

Reason for termination (check all that apply).

- Better opportunity
- Better compensation
- Dissatisfaction with supervisors or co-workers
- Health or maternity
- Education
- Relocation
- Job security
- Retirement



Other:

Reactions and Opinions. Ask the employee to rate each of the listed factors on this scale:

0: No opinion

1: Excellent

2: Good

3: Average

4: Fair

5: Poor

Supervision

[] Adheres to established policies and practices

[] Gives fair and equal treatment

[] Recognizes good performance and accomplishments

[] Develops cooperation

[] Encourages suggestions and innovation

[] Resolves problems and complaints

Training and Development



[] Relationships within your department

[] Relationship with other departments

[] Relationship with supervisor

[] Training received

[] Potential for career growth

[] Opportunity for advancement

Pay and Benefits

[] Base pay

[] Merit increases

[] Increases granted on promotion

[] Benefits

[] Other compensation

