

*DRAFT*



## EXIT INTERVIEW

NAME \_\_\_\_\_  
POSITION \_\_\_\_\_

DATE \_\_\_\_\_  
LENGTH SERVICE \_\_\_\_\_

A) KEY HIGHLIGHT OF TIME WITH US? \_\_\_\_\_

B) KEY DISAPPOINTMENT? \_\_\_\_\_

C) WHAT AREAS DID YOU FEEL YOU CONTRIBUTED TO  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D) DID YOU FEEL YOU HAD THE TRAINING NECESSARY TO FULFILL YOUR POSITION? \_\_\_\_\_

E) RATE THE FOLLOWING

	1=BELOW EXPECTATION
	2= MET EXPECTATIONS
	3=ABOVE EXPECTATIONS

- SUPPORT \_\_\_\_\_
- ENVIRONMENT \_\_\_\_\_
- FULFILLMENT \_\_\_\_\_
- SALARY \_\_\_\_\_
- SENIOR RELATIONSHIP \_\_\_\_\_
- PEER SUPPORT \_\_\_\_\_
- \_\_\_\_\_

F) DID THIS POSITION ASSIST YOU IN YOUR CAREER DEVELOPEMENT?  
HOW? \_\_\_\_\_  
\_\_\_\_\_

G) IF YOU COULD CHANGE ANY PART OF YOUR JOB, WHAT WOULD YOU CHANGE?  
\_\_\_\_\_  
\_\_\_\_\_

H) IS THERE ANY MATTER UNRESOLVED THAT WE NEED TO ATTEND TO BEFORE YOU FINISH? \_\_\_\_\_

I) WOULD YOU RECOMMEND SOMEONE TO WORK HERE? \_\_\_\_\_  
\_\_\_\_\_