

# THE COMPANY EXIT INTERVIEW

Employee Name \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Separated \_\_\_\_\_

Social Security # \_\_\_\_\_ Last Position \_\_\_\_\_ Last Rate of Pay \$ \_\_\_\_\_

**Stated reason for separation:**

Resignation	Discharge	Layoff	Suspension	Abandoned Job
<input type="checkbox"/> Secured Better Position <input type="checkbox"/> Family <input type="checkbox"/> Returning to School <input type="checkbox"/> Physical Condition <input type="checkbox"/> Age <input type="checkbox"/> Other (note below)	<b>Inadequate</b> <input type="checkbox"/> Ability <input type="checkbox"/> Suitability <input type="checkbox"/> Drive <input type="checkbox"/> Efficiency <input type="checkbox"/> Cooperation <input type="checkbox"/> Other (note below)	<input type="checkbox"/> Temporary <input type="checkbox"/> Staff Reduction <input type="checkbox"/> Other (note below) _____ _____ _____	<b>Discipline</b> <input type="checkbox"/> First Suspension <input type="checkbox"/> Second Suspension <input type="checkbox"/> Third Suspension <input type="checkbox"/> Other (note below) _____ _____ _____	<input type="checkbox"/> Never Called In <input type="checkbox"/> No Doctor's Report <input type="checkbox"/> Other (note below) _____ _____ _____

**Complete the following questions in exit interview:**

Dislikes	Problems	Other
<input type="checkbox"/> Hours <input type="checkbox"/> Supervisor <input type="checkbox"/> Type of work <input type="checkbox"/> Wages <input type="checkbox"/> Work conditions	<input type="checkbox"/> Dishonesty <input type="checkbox"/> Rules Violation <input type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> No Safety Concern	<input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____

Employee would change the following work conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Complete when employee has RESIGNED:**

New Employer \_\_\_\_\_ Location \_\_\_\_\_  
 Nature of new work \_\_\_\_\_ Pay \$ \_\_\_\_\_ Hours \_\_\_\_\_

**Complete in DISCHARGE cases:**

When was employee notified? \_\_\_\_\_ How notified? \_\_\_\_\_

**Complete in LAYOFF cases:**

Was employee offered transfer:  Yes -  No \_\_\_\_\_ To which department? \_\_\_\_\_  
 To which job? \_\_\_\_\_  
 Why was transfer refused? \_\_\_\_\_

**Complete in SUSPENSION cases:**

List details: \_\_\_\_\_  
 \_\_\_\_\_

**Complete in JOB ABANDONMENT cases:**

List details: \_\_\_\_\_  
 \_\_\_\_\_

Signature and Date \_\_\_\_\_