

Employee Exit Interview Questionnaire

Name	
Job Title	
Start Date	
End Date	
Division	
Supervisor	

1. What do you value about the Administrative Division?

2. What did you dislike about the Administrative Division?

3. How was your relationship with your supervisor?

4. How could your supervisor have helped you more on the job?

5. What are your views about management and leadership, in general, in the Administrative Division?

6. What did you like most about your position?

7. What did you dislike about your position?

8. What would you change about your position?

9. Were there any special problem areas?

10. What factors contributed to your decision to leave? What might have been done to prevent you from leaving?

11. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?

12. Were your job responsibilities characterized correctly during the interview process?

Yes _____

No _____

13. Did you have clear goals and know what was expected of you in your position?

Yes _____

No _____

14. Did you receive adequate feedback about your performance?

Yes _____

No _____

15. Did you clearly understand and feel a part of the accomplishment of the Administrative Division?

Yes _____

No _____

16. Do you think management adequately recognized employee contributions? If not, how do you think recognition could be improved?

17. Did you feel you were kept up to date on new developments and policies?

Yes _____

No _____

18. Were there any policies you found difficult to understand? How can they be made clearer?

19. What improvements can you suggest to the Administrative Division or to your position (to make it easier, more challenging and more interesting)?

20. Do you have any concerns about the Administrative Division you'd like to share?

21. Are there any other unresolved issues or additional comments?

Return of:

Key: _____

Building Pass: _____

ID Card: _____