

## **Employee Exit Interview Questionnaire**

<b>Name</b>	
<b>Job Title</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Division</b>	
<b>Supervisor</b>	

**1. What do you value about the Appellate Division?**

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**2. What did you dislike about the Appellate Division?**

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**3. How was your relationship with your supervisor?**

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

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

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**6. What did you like most about your position?**

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**7. What did you dislike about your position?**

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**8. What would you change about your position?**

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**9. Were there any special problem areas?**

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

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

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**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 Appellate Division?**

Yes \_\_\_\_\_

No \_\_\_\_\_

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

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**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?**

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

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

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

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**Return of:**

Key: \_\_\_\_\_

Building Pass: \_\_\_\_\_

ID Card: \_\_\_\_\_