



Exit Interview

(To be completed by someone other than the employee's Supervisor)

Employing Entity:

Interviewer:	Date:
Employee:	Office:
Hire Date:	Termination Date:

Reason for Leaving:

What did you like about working here?

What didn't you like about working here?

What recommendations can you offer?

Recommendations regarding employment policies:
Satisfaction with pay/benefits:
Effectiveness of supervision:
Working conditions and fairness of workload:
Advantages of new job over current one:

Paperwork Complete	Yes
Letter of Resignation	<input type="checkbox"/>
Separation Papers	<input type="checkbox"/>
Separation Report	<input type="checkbox"/>
Status Change Form	<input type="checkbox"/>

Property Returned	Yes		Yes
Cell Phone	<input type="checkbox"/>	Car Keys	<input type="checkbox"/>
Pager	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Keys	<input type="checkbox"/>		<input type="checkbox"/>
Credit Card	<input type="checkbox"/>		<input type="checkbox"/>

(Status Change Form should note pay for vacation time earned but not used, eligible accrued sick time, other forms of payment, i.e. separation gift.)