**Exit Interview Form**

Employer: Date: Interviewer:

Employee: Title:

Unit: Direct Supervisor:

The essential purpose of this exit interview is to determine whether there are problems that should be addressed to help prevent further losses of valued employees.

Assure the employee that no one beyond the interviewer will be able to attribute specific comments to her/him.

* How long have you been with the organization?
* What role/s and responsibilities did you have here?
* What do you think was your greatest accomplishment or contribution to the organization?
* What did you like best about working here?
* What did you like least?
* Are you leaving voluntarily?
* Why did you decide to look for another job?
* How would you describe your relationship with your direct supervisor?
* How would you describe the organization’s culture?
* What could be done to make our organization a better place to work?
* Will you tell us about your new job? What will you be doing?
* What attracted you to your new position?
* What is your best advice to organization leaders as you leave?
* Anything else I should have asked or that you would like to share at this time?
* Would you like us to stay in touch with you (e.g. company newsletter, etc)?  If so, get home/email address