



EXIT INTERVIEW FORM

Employee Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_  Unable to Contact

Job Title: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving:  Discharge  Layoff  Voluntary Other: \_\_\_\_\_

Description of above Reason for Leaving

Did employee speak with supervisor or anyone else in management concerning career goals?  YES  NO

If YES, what was outcome? \_\_\_\_\_

If NO, why not? \_\_\_\_\_

Did employee get along with his/her direct supervisor?  YES  NO

If NO, why not? \_\_\_\_\_

Likes about job? \_\_\_\_\_

Dislikes about job? \_\_\_\_\_

If leaving for new job, how does it compare? \_\_\_\_\_

How well did direct supervisor handle any complaints or grievances?

- Outstanding  Very Good  Satisfactory  Fair  Unsatisfactory

Job responsibilities?

- Outstanding  Very Good  Satisfactory  Fair  Unsatisfactory

Opportunity for achieving goals?

- Outstanding   
  Very Good   
  Satisfactory   
  Fair   
  Unsatisfactory

Communication of Company Policies and Procedures?

- Outstanding   
  Very Good   
  Satisfactory   
  Fair   
  Unsatisfactory

Work environment?

- Outstanding   
  Very Good   
  Satisfactory   
  Fair   
  Unsatisfactory

Overall rapport with fellow employees?

- Outstanding   
  Very Good   
  Satisfactory   
  Fair   
  Unsatisfactory

Pay?

- Outstanding   
  Very Good   
  Satisfactory   
  Fair   
  Unsatisfactory

Benefits?

- Outstanding   
  Very Good   
  Satisfactory   
  Fair   
  Unsatisfactory

Recommendations for making Line Finders a better place to work?

If applicable, would employee have stayed if a more satisfactory arrangement could have been made?     YES     NO

**Employee's address must be updated for W2 tax form submission.  
Write down the address given, regardless if a change is required.**

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EMPLOYEE'S SIGNATURE

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CONTROLLER'S SIGNATURE