

## Employee Exit Questionnaire

Employee Name \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

**1.** Why are you leaving the company? Rank the reasons that apply (start with 1 as the most important).

Pay \_\_\_\_ Job Promotion \_\_\_\_ More convenient hours \_\_\_\_  
Co-workers \_\_\_\_ Personal reasons \_\_\_\_ Less responsibility \_\_\_\_  
More responsibility \_\_\_\_ Type of work \_\_\_\_ Supervisor \_\_\_\_  
Office environment \_\_\_\_ Commuting distance \_\_\_\_  
Other (specify) \_\_\_\_\_

**2.** If you're going to work for another company, what are they offering you that we are not?

\_\_\_\_\_

**3.** Please rate the following as Outstanding (1); Above Average (2); Average (3); or Fair (4):

Quality of our products/services \_\_\_\_\_

Competence of staff and management \_\_\_\_\_

Opportunities for advancement \_\_\_\_\_

Training \_\_\_\_\_

Compensation and fringe benefits \_\_\_\_\_

**4.** Was your workload a problem (too much or too little)?

\_\_\_\_\_

**5.** Did you have the support (people, equipment, technology) to be as effective as possible?

\_\_\_\_\_

**6.** What did you like best about your job?

\_\_\_\_\_

**7.** What was most frustrating?

\_\_\_\_\_

**8.** In what areas could you have benefited from training?

---

**9.** Would you recommend our company to prospective employees?

---

**10.** Would you recommend our company to potential customers?

---

\*Please share any other comments that will help us be a model employer in the future \_\_\_\_\_

---