

# 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 to be a model employer in the future.  
\_\_\_\_\_  
\_\_\_\_\_