

Associate Exit Interview

Date Employee's Name Department

Dates of Employment Job Title Supervisor

Reason for Leaving Company

Employee Informed of Restrictions On:

Solicitations of customers

Restrictions on solicitations of employees

Removing company documents

Patents

Confidentiality obligations

Customer lists

Other:

What is your primary reason for leaving?

Do you feel you were treated fairly by the company?

Would you consider coming back to the company?

Were you paid an adequate salary for the work you did?

How do you feel about management's approach to recognizing employee contributions?

Did you understand company policies and the reasons for them?

Have you observed incidences of poor business practices within the company?

Do you feel your training was adequate?

Were you content with your working conditions?

Is security appropriate in the company? Could it be improved?

Do you have any suggestions for improving employee morale?

What was the best part of your job here?

Any additional comments?

Signature of Person Conducting the Interview



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