



CITY OF MADEIRA BEACH EXIT INTERVIEW

Date _____

Name _____ Department _____

Position _____ Supervisor _____

Hire Date _____ Term Date _____

Please take a moment and complete the following questionnaire. We regret losing an employee and hope that through this questionnaire we can identify areas for improvement and address any situations needing attention. This form will not become a part of your personnel file and will not affect your rehire status. Your cooperation is appreciated.

1. Reasons for leaving?

- | | |
|-----------------------------------|---|
| _____ Other Position | _____ Dissatisfaction with Work |
| _____ Opportunity for Advancement | _____ Dissatisfaction with Type of Work |
| _____ Too Demanding or Stressful | _____ Working Conditions |
| _____ Relocation | _____ Benefits and Pay |
| _____ Return to School | _____ Hours |
| _____ Medical | _____ Supervisor |
| _____ Child Care | Other (specify) _____ |

2. If you are leaving for a new position, what makes it more attractive than the one you are leaving?

- | | |
|-------------------------------------|-----------------------------|
| _____ Wage and Benefits | _____ Location |
| _____ Opportunities for Advancement | _____ Responsibility |
| _____ Working Condition | _____ Flexibility |
| _____ Hours | _____ Other (specify) _____ |

3. How would you rate the following?

	Excellent	Good	Poor	Fair
Performance Reviews	☐	☐	☐	☐
Opportunity for Advancement	☐	☐	☐	☐
Training Received	☐	☐	☐	☐
Company Policies and Practices	☐	☐	☐	☐
Responsibilities	☐	☐	☐	☐
Hours	☐	☐	☐	☐
Support by Management	☐	☐	☐	☐
Work Load	☐	☐	☐	☐
Salary/Wages	☐	☐	☐	☐
Benefits	☐	☐	☐	☐

Are there any additional benefits you would like to have received?



CITY OF MADEIRA BEACH EXIT INTERVIEW

4. Did your Supervisor

	Yes	No
Demonstrate fair and equal treatment?	☐	☐
Provide recognition on the job?	☐	☐
Keep employees well informed?	☐	☐
Make themselves available for discussion of any	☐	☐
Problems or potential problems?	☐	☐
Encourage Feedback?	☐	☐
Explain the position and responsibilities of the job you held?	☐	☐

5. What is your opinion of the job you had with us?

6. What were some of the frustrations you experienced in the performance and execution of job responsibilities?

7. Would you be willing to stay with our company under a more satisfactory arrangement?

Do you have a forwarding address where we will mail your next W2?

Thank you for taking the time to complete this information.