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?

_____

_____

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.