



EMPLOYEE EXIT INTERVIEW

Today's Date _____ Job Title _____

Name _____ Manager _____

Start Date _____ Ending Date _____

1. Reason for Leaving

Which one reason best describes why you are leaving the City of Whitewater?

- | | |
|--|---|
| <input type="checkbox"/> Limited advancement | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Unchallenging work | <input type="checkbox"/> Returning to school |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Employee benefits |
| <input type="checkbox"/> Working conditions | <input type="checkbox"/> Lack of communications |
| <input type="checkbox"/> Supervision/Management | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> Lack of recognition | <input type="checkbox"/> Quality & productivity standards |
| <input type="checkbox"/> Personality conflicts | <input type="checkbox"/> Insufficient training |
| <input type="checkbox"/> Inconsistent treatment of employees | <input type="checkbox"/> Limited employee input |
| <input type="checkbox"/> Poor morale | <input type="checkbox"/> No decision-making authority |
| <input type="checkbox"/> Better career opportunity | <input type="checkbox"/> Other – please list _____ |
| <input type="checkbox"/> Work schedule | |

If leaving for another position, how did you learn about it?

- | | |
|---|--|
| <input type="checkbox"/> Online job posting | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Friend/relative |
| <input type="checkbox"/> Search firm | <input type="checkbox"/> Other – please list _____ |

Select one reason which best describes what you liked about working at the City of Whitewater

- | | |
|---|---|
| <input type="checkbox"/> Co-workers | <input type="checkbox"/> Technology available |
| <input type="checkbox"/> Challenging work | <input type="checkbox"/> Company philosophy |
| <input type="checkbox"/> Job responsibilities | <input type="checkbox"/> Dynamic organization |
| <input type="checkbox"/> Quality products/standards | <input type="checkbox"/> Competitive pay & benefits |
| <input type="checkbox"/> Job security | <input type="checkbox"/> Other – please list _____ |

Would you ever consider re-employment at the City of Whitewater in the future? ☐ Yes ☐ No

Would you recommend the City of Whitewater to others as a potential employer? ☐ Yes ☐ No



EMPLOYEE EXIT INTERVIEW

2. Compensation and Employee Benefits

How would you rate the following?

	Excellent	Good	Average	Fair	Unacceptable
Compensation received based on job performance and skills	5	4	3	2	1
Effectiveness of company's overall performance review system	5	4	3	2	1
Satisfaction with overall employee benefits offered	5	4	3	2	1
Vacation and holiday benefits	5	4	3	2	1

Comments: _____

3. Communications

How would you rate the following?

	Excellent	Good	Average	Fair	Unacceptable
Communications within my department	5	4	3	2	1
Communications with other departments	5	4	3	2	1
Morale in my department	5	4	3	2	1

Comments: _____

4. Training/Job Performance

How would you rate the following?

	Excellent	Good	Average	Fair	Unacceptable
Company orientation program	5	4	3	2	1
Training received to perform job responsibilities	5	4	3	2	1
Equipment, technology and tools provided	5	4	3	2	1
Accuracy/effectiveness of performance evaluations received	5	4	3	2	1
Advancement opportunities available	5	4	3	2	1
Utilization of my skills to their potential	5	4	3	2	1
Job expectations against on-the-job responsibilities	5	4	3	2	1

Comments: _____



EMPLOYEE EXIT INTERVIEW

5. Company Management/Supervision

How would you rate the following?

Excellent Good Average Fair Unacceptable

Executive Management – (Common Council)

Overall evaluation of executive management	5	4	3	2	1
Communication by executive management of business strategies	5	4	3	2	1
Regular communication on status of stated business strategies	5	4	3	2	1
Willingness to listen to and act upon employees' concerns	5	4	3	2	1

Comments: _____

Excellent Good Average Fair Unacceptable

Executive Management – (City Manager)

Overall evaluation of executive management	5	4	3	2	1
Communication by executive management of business strategies	5	4	3	2	1
Regular communication on status of stated business strategies	5	4	3	2	1
Willingness to listen to and act upon employees' concerns	5	4	3	2	1

Comments: _____

Excellent Good Average Fair Unacceptable

Immediate Manager – (if not City Manager)

Managers overall knowledge & competence	5	4	3	2	1
Establishment & communication of meaningful department goals	5	4	3	2	1
Fair and consistent administration of company policies	5	4	3	2	1
Willingness of manager to provide positive recognition	5	4	3	2	1
Promotion of safe working condition and pleasant work setting	5	4	3	2	1
Clear communication of instructions on a regular basis	5	4	3	2	1
Willingness to admit & correct mistakes	5	4	3	2	1
Efforts to keep employees informed	5	4	3	2	1
Willingness to provide appropriate training opportunities	5	4	3	2	1
Display of leadership	5	4	3	2	1

Comments: _____

Thank you for your valued input!