## EXIT INTERVIEW FORM

### PART 1 – REASON FOR LEAVING EMPLOYMENT:

**RESIGNATION** (please check all that apply, circle primary reason and explain):

- [ ] Took another position
- [ ] Dissatisfaction with supervisor/management
- [ ] Home/Family needs
- [ ] Dissatisfaction with type of work
- [ ] Relocation to another area
- [ ] Dissatisfaction with working conditions
- [ ] Poor health-physical problems
- [ ] Dissatisfaction with salary
- [ ] To attend school
- [ ] Other

Explanation: ____________________________________________

---

**LAID OFF**

- [ ] Lack of work
- [ ] Voluntary retirement
- [ ] Position eliminated
- [ ] Compulsory retirement
- [ ] Financial

**DISCHARGED**

- [ ] Violation of policies
- [ ] Tardiness/Excessive Absenteeism
- [ ] Unsatisfactory work performance
- [ ] Dishonesty/Stealing
- [ ] Insubordination
- [ ] Controlled substance abuse
- [ ] Other (specify)

---

### PART II – COMMENTS AND SUGGESTIONS

What did you enjoy most about your job? ____________________________________________
What did you like least about your job? ____________________________________________
How did you feel about the benefits that were offered?

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate of pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid holidays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave/Sick Leave Accrual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical/Dental coverage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART II – COMMENTS AND SUGGESTIONS CONTINUED:

How do you feel about the following:

<table>
<thead>
<tr>
<th></th>
<th>Very Satisfied</th>
<th>Slightly Satisfied</th>
<th>Neutral</th>
<th>Slightly Dissatisfied</th>
<th>Very Dissatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity to use your abilities</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Recognition of the work you did</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Training you received</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Supervisor’s management method</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Communication with supervisor</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Information on policies</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Disciplinry policies</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Leave policies</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Performance reviews</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

If you are taking another job, what type of work will you be doing? ___________________________________
_________________________________________________________________________________________

What has your new place of employment offered you that is more attractive than your present job? ______
_________________________________________________________________________________________

Could Pulaski County have made any improvements that might have influenced you to stay on the job?
_________________________________________________________________________________________

Other Comments: _________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

_________________________________  ___________________________ _____________________
Interviewers Signature  Title     Date

_________________________________  ___________________________ _____________________
Employee Signature  Employee (Please Print)      Date