

Exit Interview

Dear Former Associate:

As part of our continuing effort to make our company a better place to work, we are interested in obtaining feedback from all departing associates concerning their jobs and working conditions here at our company.

We ask for a few moments of your time to complete the following survey. **Do not sign your name.** Any comments you make will be confidential and used for company purposes only. Thank you for your help.

	Very Poor	Poor	Fair	Good	Very Good
1. Generally speaking, I would rate this company as a _____ place to work.	<input type="checkbox"/>				
2. Physical facilities, working conditions and equipment here are _____.	<input type="checkbox"/>				
3. The company's willingness to make corrections and changes is _____.	<input type="checkbox"/>				
4. For the work I performed, I believed my pay was _____.	<input type="checkbox"/>				
5. The amount of training I received to do my job properly was _____.	<input type="checkbox"/>				
6. My understanding of the duties and responsibilities of my job was _____.	<input type="checkbox"/>				
7. When I did a job well, the recognition I received was _____.	<input type="checkbox"/>				
8. My immediate supervisor's willingness to listen to my problems and help me when I had questions was _____.	<input type="checkbox"/>				
9. The communications program of this company is _____.	<input type="checkbox"/>				
10. The directions and instructions I received from my department manager were _____.	<input type="checkbox"/>				
11. The company does a _____ job of keeping us informed about new plans and developments.	<input type="checkbox"/>				

	<u>Yes</u>	<u>No</u>
12. Were the performance standards you were expected to meet fully explained to you?	<input type="checkbox"/>	<input type="checkbox"/>
13. Were handbook policies and procedures followed and administered fairly?	<input type="checkbox"/>	<input type="checkbox"/>
14. Were number of hours a week you were asked to work reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
15. Was a written evaluation of your performance conducted?	<input type="checkbox"/>	<input type="checkbox"/>
If no, would a written evaluation have been beneficial to you?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does top management try to make this a good company?	<input type="checkbox"/>	<input type="checkbox"/>
17. What did you like most about working here?		
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18. What did you like least about working here?		
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19. What one thing should we change to make this company a better place to work?		
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20. What was the real reason for termination?		
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Thank you very much for your time.