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HR-1 SOURCE, LLC

EMPLOYEE EXIT INTERVIEW

The following questions are designed to assist us in maintaining a positive work environment.
Please be assured **your comments will be kept confidential.**

GENERAL INFORMATION:

Name: _____ Job Title: _____
 First MI Last

Date of Hire: ___/___/___ Last Day Worked: ___/___/___ SSN: ___-___-___

Reason Assignment Ended: Resignation Transfer Terminated Layoff Other

Training Received: General Orientation On-The-Job Training by Supervisor

 Training by Co-Worker Classroom Other: _____

EMPLOYEE COMMENTS: (If you checked resignation above, please indicate reason)

 Better Job Returning to School Health Family Moving Other

(If other, explain) _____

Dissatisfied With: Salary The Way I was Treated Work Conditions
 Job Duties Company In General Not Applicable

What would have kept you in this assignment? _____

Other Comments: _____

Company Environment: (please rate)

- (1) Excellent (2) Good (3) Fair (4) Poor (5) Not Applicable**
- _____ Communication with Company
- _____ Communication with Supervisor
- _____ Communication Among Departments
- _____ Communication Among Co-Workers
- _____ Cooperation Among Departments
- _____ Training Received

Comments: _____

SUPERVISOR: (please rate) (same scale as above).

- _____ Fair and Equal Treatment of All Employees
- _____ Handling of Complaints or Problems
- _____ Positive Feedback Given to Employees
- _____ Amount of Supervision/Training
- _____ Overall Quality of Supervision

Comments: _____

Suggestions to Supervisor: _____

Comments: _____

1. What did you like *Most* about your job? _____

2. What did you like *Least* about your job? _____

3. Would you be interested in future assignments? YES NO

How would **you** rate in the following areas (1 being the lowest, 10 the highest)

Friendliness _____ Professionalism _____ Responsiveness _____

Communication _____ Professional Development _____ Productivity _____

SUGGESTIONS: _____

Employee signature: _____

Date: ____/____/____

Authorized Representative: _____

Date: ____/____/____

Title: _____