

**EXCEPTIONAL PERSON, INC.
EXIT INTERVIEW**

Name

Position/Department

Date Hired _____

Date of Last Day of Work _____

This exit interview will be viewed by the Executive Director and the Human Resources Department. Please check below if you do not want your supervisor to view this interview.

Employee's reason for termination (Please check those reasons which apply):

- _____ Personal Reasons
- _____ Graduated from College/Leaving Town
- _____ New Job – Better Pay/Benefits
- _____ New Job – Better Working Conditions
- _____ Unhappy with Job Duties at Exceptional Persons, Inc.
- _____ Other _____

If taking a new job, please give the name of the company and the title or position accepted:

Employee's explanation of reason for leaving (provide further details of reasons stated above):

(Over)

On the basis of your work experience at Exceptional Persons, Inc., please rate the following areas using the following scale:

- 1 – Unsatisfactory
- 2 – Fair
- 3 – Average
- 4 – Good
- 5 – Excellent

1. Your Pay Rate	1	2	3	4	5
2. Employee Benefits	1	2	3	4	5
3. Orientation/Employee Training	1	2	3	4	5
4. Job Duties	1	2	3	4	5
5. Work Hours/Schedules	1	2	3	4	5
6. Communication & Support from Supervisor	1	2	3	4	5
7. Teamwork & Cooperation from Co-workers	1	2	3	4	5
8. Reward & Recognition of a Job Well Done	1	2	3	4	5

What have you liked best about your job here? _____

What have you disliked about your job here? _____

If given the opportunity to work for Exceptional Persons, Inc., again, would you do so?
Explain: _____

Were you satisfied with the opportunity for additional training and/or promotions?
Explain: _____

Any additional comments: _____

Employee's Signature: _____ Date _____

Human Resource Director: _____ Date _____

Return of Company Property:

_____ Employee Handbook _____ Charge Card _____ Keys _____ Other