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EXIT INTERVIEW

Employee Name: _____

Job Title: _____

Company Worked For: _____

Supervisor's Name: _____

Rate of Pay: _____

Date Hired: _____

Last Day Worked: _____

Employee's Comments (To Be Completed by the Employee)

Employee's Reason for Leaving:

Were you doing the job you were hired for? **Yes** or **No**

Did you do more work than you were hired for? **Yes** or **No**
If yes, was it to benefit your growth and advancement within the Company?

Yes or **No**

If no, please explain:

Who trained you? _____ What was their title? _____

Do you feel you received the proper training? **Yes** or **No**

If no, please explain:

Do you feel you were paid adequately for the work you performed?

Yes or **No**

Do you feel you were progressing as you expected? **Yes** or **No**

In no, please explain:

If pay and benefits were up to you, how would you have changed them?

How were you treated by your supervisor?

Did you take any complaints to your Supervisor? **Yes** or **No**
If yes, what were they and how were they handled?

What would you have liked your Supervisor to have done differently?

SUMMARY

What did you like best about your job?

What did you like least about your job?

What did you like best about the Company?

What did you like least about the Company?

What could we have done to prevent you from leaving?

Employee's Signature Date

TO BE COMPLETED BY ACCOUNT or OFFICE MANAGER

Did the employee return all company property and equipment?
Yes or **No**

Interviewer's Comments/Recommendations:

Account or Office Manager's Signature Date