

Sample Exit Interview

The following is a sample written exit interview, based on the state of Delaware, that could be utilized by any agency (and easily converted to another format such as a phone interview).

The (insert name of agency) is constantly striving to improve, and we need the comments of outgoing employees to assist us in improving working conditions. Your input is important to us. Please complete the survey and return it with the enclosed pre-addressed envelope. The postage has been provided for your convenience. The information we receive will help us improve working conditions, retention rates, and recruitment. Your responses will not be placed in your employee file.

We appreciate your willingness to complete this survey and wish you good luck with your future endeavors. All demographic items are optional, but extremely helpful.

Name (optional) _____ Job Title option: _____

Location: _____ Gender: _____ Race: _____ Pay Grade: _____

Years with Agency: _____ Total Years of State Service: _____

Reason for Leaving: Voluntary _____ Involuntary _____ Retirement _____

What are your reasons for leaving? (Check all that apply)	
Job with another State Agency	Conflict with Manager/Supervisor
Job with Private Employer	Pay
Safety Concerns in the Workplace	Benefits
Lack of Continuing Training	Commute
Relocation	Child Care
Workplace Culture	Health
Other, please specify _____	

Please rate your agency in the following areas:

Please circle your response.

5=Excellent, 4=Good, 3=Average, 2=Below Average, 1=Poor

1. Agency as a place to work

5 4 3 2 1

2. Opportunity for advancement or promotion	5	4	3	2	1
3. Recognition of accomplishments/contributions	5	4	3	2	1
4. Relationships with co-workers	5	4	3	2	1
5. Relationship with your manager/supervisor	5	4	3	2	1
6. Agency commitment to quality and customer service	5	4	3	2	1
7. Work area and the tools available to perform the functions of your job (for example, office space, office technology, software, etc.)	5	4	3	2	1
8. Performance goals were clear and you knew what was Expected of you in your job	5	4	3	2	1
9. Training and development needs were assessed and met	5	4	3	2	1
10. Benefits package	5	4	3	2	1
11. Compensation	5	4	3	2	1

Please provide a written response to the following questions:

12. Did anything trigger your decision to leave?

13. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?

14. If you were put in charge of the agency today, what is the first thing you would change?

15. Would you consider re-employment with the State/Agency?

16. Any other comments?

Thank you.