

EXIT INTERVIEW

Date: _____ Employee: _____ Title: _____

Supervisor: _____ Voluntary Termination: ☐ Yes ☐ No

Dates of Employment: _____

Return of:

☐ Office Keys ☐ Credit Card
☐ Company Documents ☐ Computer

Final Paycheck: _____

Address Verification: _____

If termination is voluntary, employee will complete the following during exit interview.

What is your primary reason for leaving?	
Do you feel you were treated fairly by Next Level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel you were paid an adequate salary for the work you performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what salary do you feel would have been adequate?	
Did you understand Next Level Church policies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel your training was adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you believe leadership adequately recognized employee contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What was most satisfying about your job?	
What was least satisfying about your job?	
Did your job duties turn out to be as you expected?	
What would you improve to make our workplace better?	
What could your immediate supervisor do to improve his/her leadership style?	
On a scale of 1 to 10 (10 being highest) what would you rate your leader?	

Additional Comments?	
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Signature of Employee: _____ **Date:** _____

Signature of HR: _____ **Date:** _____