



— Exit Interview Questionnaire —

Name:	Date:
Position:	Dept:
Hire Date:	Term Date:
Supervisor:	

The Company is committed to establishing and maintaining a work environment which is rewarding, both professionally and personally. In the interest of continual improvement, we would appreciate your feedback regarding the positive aspects of your experience at the company as well as those that you believe may need improvement. Your honest evaluation will help us better serve the needs of employees in the future. Please bring this completed questionnaire to your exit interview for discussion with your Human Resources Consultant.

Part I

Reason for Leaving

1. What was the most influential factor in your decision to leave?

- Career choice (a move to a new field of work)
- Return to school
- Relocation
- Dissatisfied with pay
- Dissatisfied with company policies
- Dissatisfied with type of work
- Family/personal reasons
- Another position with a better work schedule
- Another position with greater responsibility
- Retired
- Military
- Other _____

2. Indicate if there is anything that could have been done to prevent you from leaving? _____

Part II

Experience at The Company

3. Would you recommend the company as a good place to work? Yes or No (circle one) Why: _____

4. During your employment, were you aware of any conduct that would violate the code of conduct? This includes, but is not limited to, the giving or taking of bribes, misrepresentations made to the government, violations of the conflict of interest policy, or violations of any other laws or moral or ethical standards. Yes or No (circle one) Why: _____

5. Using the following scale, indicate the degree to which you agree or disagree with each of the following statements regarding your experience at the company.

Strongly disagree **Neither Agree nor Disagree** **Strongly Agree**
1 **2** **3** **4** **5**

- Everything considered, my supervisor was a good boss.
- The duties, responsibilities, and performance expectation for my job were clearly explained to me.
- My performance was evaluated in an objective, timely, and fair manner.
- I was satisfied with my opportunity for advancement.
- I was satisfied with the training/development I received.
- I was satisfied with my compensation.
- I was satisfied with the benefits program.
- I was treated with respect and fairness.
- Employees receive recognition for good work.
- Senior management makes decisions that balance business needs with their impact on employees.
- I understand the goals and objectives of the company.
- I understand the goals and objectives of my department.
- I understand how my job related to our company mission statement.
- Communication from my supervisor was timely, clear, and complete.
- My supervisor made me aware of information on company wide products, policy and program changes, and the reasons for change in these areas.
- I was involved in decisions that affect my job priorities and processes.
- I was comfortable making suggestions that were different from the norm.
- My supervisor encouraged feedback and welcomed suggestions.

- My supervisor had realistic expectations of my workload.
- My supervisor was effective at resolving employee issues/concerns.
- My supervisor treated all employees fairly.
- I was satisfied with the physical working conditions.

My department management provided:

- Strong leadership
- Clear communication
- Clear procedures
- Everything considered, the company was a good place to work.
- Appropriate recognition and feedback
- Clear roles and responsibilities
- Clear priorities/expectations

6. If you could change one thing about the company, what would it be? _____

7. How often were you scheduled to meet with your supervisor?

- Weekly
- Bi-weekly
- Monthly
- Not Scheduled

8. Did you consider applying for another position within the company? Yes or No (circle one) Please explain: _____

Part III

New Job

9. Have you obtained another job with a different company?

Yes or No (circle one) If no, skip to Part IV

10. How did you find your new job?

- Newspaper ad
- I contacted a search firm
- I contacted the company
- I was contacted by a friend
- Other (please explain) _____
- Professional journal/newspaper ad
- I was contacted by a search firm
- I was contacted by the company
- I was contacted by a former coworker

11. Will you be working a similar work schedule compared to your current position? (i.e., Mon-Fri, 8:00-5:00) Yes or No (circle one) Please explain:

12. How actively were you looking for work when you found your new job? (check one)

- Actively (regularly checking ads, made calls, interviewed)
- Not very actively (occasionally checking ads, made contacts)
- Not actively at all

13. How does the level of responsibility in your new job compare to the level of responsibility in your job with the company?

- Less.
- Same as.
- Greater than.

14. How does the level of base pay in your new job compare to the level of base pay you received at the company?

- Less than.
- Same as.
- Greater than.
(indicate percentage greater: _____)

Does your new employer offer any type of business incentive plan? Yes, No, Unsure

15. How do your new benefits compare to the benefits you received at [c_officialname]?

- Less than.
- Same as.
- Greater than. .

Part IV
Summary

Please summarize your overall experience at the company: _____

_____ I agree that this exit interview questionnaire may be forwarded to my department management to help facilitate better employee relations and efficiency.

_____ I prefer not to have this exit interview questionnaire forwarded to my department management; however, it may be given in a statistical form if combined with other exit interview data.

Employee Signature

Date



Part V

Demographic Information

Please provide the following demographic information about yourself. This information WILL NOT be used to identify individual responses, but rather will be used to compare the responses of different groups of employees.

Length of service:

- Less than 1 year
- 10-14 years
- 1-4 years
- 15-19 years
- 5-9 years
- 20+ years

FLSA Status:

- Non-exempt (receives overtime pay)
- Exempt (does not receive overtime pay)

Supervisory Status:

- Non-supervisory
- Supervisory
- Managerial

Ethnic Background:

- White
- African American
- Asian or Pacific Islander
- Hispanic
- American Indian or Alaska Native

About Extensis Group, LLC

Extensis Group, LLC is the largest leading New Jersey-based Professional Employer Organization (PEO), providing outsourced human resources, benefits and risk management services, including payroll, tax, insurance, human resources and regulatory compliance. Freeing its clients to focus on growing their businesses, Extensis Group offers local, high-touch solutions to a broad spectrum of human resource needs for entrepreneurs and small business organizations. Extensis Group is a member of the National Association of Professional Employer Organizations (NAPEO). For more information please call (888) 473-6398 or visit Extensis on the Web at www.extensigroup.com.