Termination Exit Interview and Checklist



Employee Name: _____ Date: _____/_____/_____

Department: _____Position: _____

Supervisor:_____ Emp. Dates: ___/___/___ to ___/___/___

Employee has been informed of the following:

☐ Solicitations of customers (if applicable)

☐ Removing company documents

☐ Confidentiality obligations (if applicable)

☐ Restrictions on solicitations of employees (if applicable)

☐ Customer lists

☐ Other: _____

The employee has returned the following:

☐ Keys

☐ Company equipment (computer, cell phone. Etc)

☐ Laptop

☐ Cell phone

☐ Other: _____

☐ Company credit card ☐ N/A

☐ Company documents

☐ ID card

☐ Uniform ☐ N/A

We would appreciate it if you would take a few minutes to respond to the

following questions. All answers will be held in strict confidence.

Why are you leaving the company

_____

_____

Would you consider coming back to work here? Why or why not?

_____

_____

_____

Do you feel you were compensated fairly for the work you did?

_____

_____

_____

Do you feel that management recognized your accomplishments?

_____

_____

Do you feel you were given adequate training?

_____

_____

_____

Did you have the necessary technology tools and equipment to perform your position?

□ Yes □ No (if no – what could be improved?

_____

_____

Were you content with your working conditions? If not, what could have been improved?

_____

_____

How could the company be a better place to work?

_____

_____

_____

Interviewer’s signature: _____Date: ___/_____/____