Termination of employment: Exit interview form

Form wording:

Employee's name:

Post :

Date of commencement of employment:

Date of leaving:

Date of exit interview:

	Yes	No
Is the employee moving to a new job?		
If so, does the new job involve:		
Higher pay		
Better perks/benefits		
A more senior position		
More responsibility		
Less responsibility		
Different type of work		
Shorter or more flexible hours		
Other (please explain below)		

Reasons given by the employee for seeking employment elsewhere:	**Yes**	**No**
Dissatisfaction with pay/benefits		
Dissatisfaction with lack of opportunity for advancement		
Dissatisfaction with type of work		
Overwork/stress/too much pressure		
Hours too long		
Feeling of being undervalued		
Insufficient involvement/consultation/feedback		
Insufficient training/coaching		
No chance for personal development/growth		
Perceived lack of management support		
Lack of flexibility on hours		
Dissatisfaction with general management style		
Unhappy with management of department/section		
Dissatisfaction with relationships with colleagues		
Lack of sense of belonging/team spirit		
Unhappy with work location/travelling time		
Other (please explain below)		

Please provide any further details of the employee's reason(s) for deciding to leave the School:

Manager's comments:

Manager's signature:

[ ]

When to use this document

Use this form when an employee resigns to gather information about his or her reasons for leaving the school.