Sample Exit Interview

1. What influenced your decision to leave our organization?
   ___ Better opportunity
   ___ Type of work
   ___ Rate of pay
   ___ Illness or physical condition
   ___ Supervision
   ___ Family circumstances
   ___ Desire for self-employment
   ___ Commuting distance
   ___ Return to school
   ___ Other (please state)

2. If you are going to another job, will it be the same type of work? If not, what kind of work?

3. What does your new job offer that your current position does not?

4. What do you think about our supervision in the following areas?
   a. Following policies and procedures
   b. Using fair and equal treatment
   c. Providing recognition on the job
   d. Developing cooperation
   e. Resolving complaints, grievances, problems
   f. Other comments

5. Was your workload usually...
   ___ Too great   ___ About right   ___ Too light   ___ Varied

6. Did you feel your chances for advancement were...
   ___ Excellent   ___ Good   ___ Fair   ___ Poor   ___ Unable to tell

7. What did you like about your job/department?

8. What did you dislike about your job/department?

(CONTINUED)
Leadership Transitions

9. How would you rate the following:
   a. Cooperation within your department
   b. Cooperation with other departments
   c. On-the-job training
   d. Equipment/tools provided

10. Would you say that the communications within the organizations were:
    ____ Excellent  ____ Good  ____ Fair  ____ Poor  ____ No opinion

11. How do you feel about your rate of pay and the employee benefits provided?

12. What did you like most about working here?

13. What did you like least about working here?

14. Would you recommend this organization to a friend as a good place to work?
   Why or why not?

CLOSURE:
   ___ Final time sheet/payroll
   ___ Benefits issues
   ___ Keys/codes
   ___ Reports/work in progress
   ___ Other

Thanks to the NEA Arts Manager Toolbox, Melanie Beene.
Exit Interview Questions - SAMPLE

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