

## Exit Interviews

(Used with voluntary termination)

Any employee who leaves a company should be given an exit interview. It will give the existing employee the opportunity to make suggestions for improvement which can be very valuable to a company.

Employee Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

I would like to ask you to give me a few minutes of your time to fill out this questionnaire regarding your employment with Liberty University. This information will only be used for evaluation and improvements, and will have no bearing on your references or eligibility.

### General Information

Please tell us why you are leaving.

If you are leaving for a new job, can you identify the reasons you began looking for a new job?

### About Your Job

Did you believe there were advancement opportunities for you?      Yes      No

Tell us what you thought about your job?

How was the workload? Expectations?

### Work Relationships

How was your relationship with your supervisor? How could it have been better?

How were your relationships with your peers? How could they have improved?

How well do you think our departments work with one another? What needs work?

**About Your New Job**

Can you tell me about your job offer?

What is your new job title?

What benefits do they offer that we do not?

**About Your Pay & Recognition**

Have you been adequately paid for the job you have done?      Yes      No

What do you think about any performance reviews you have received?

Tell us about any pay increases you received.

Did you receive pay increases for the merit of your work?      Yes      No

What about the amount?

Were you adequately recognized for your work achievements?      Yes      No

**About Our Workplace**

What comments do you have about our facility? About your workstation or office?

What comments do you have about our benefit program?

What comments do you have about our policies and practices?

Any additional comments/concerns?

Would you recommend Liberty University as a place to work?      Yes      No

Completed By \_\_\_\_\_ Date \_\_\_\_\_