

Exit Interview

Employee's Name: _____ Job Title: _____

Department: _____ Employed From _____ To _____

Reason for Leaving: Resignation _____ Discharge: _____ Layoff _____ Other _____

Have you accepted another position? Yes ____ No ____ If yes, where? _____

Present Title: _____ New Title: _____

Present Salary: _____ New Salary: _____ Additional Fringe Benefits offered by new employer: _____

1. How long ago did you begin searching for another position? _____ What incident or circumstance(s) made you begin looking for another job? _____

2. What were the reasons you decided your career goals could not be met here or could be better met somewhere else? _____

3. Did you speak with your supervisor or anyone else in management or the Human Resources Department concerning your career goals? Yes _____ No _____

4. If the answer to 3 above was Yes, what was the outcome of this conversation? _____

5. If the answer to 3 above was No, why not? _____

6. Did you get along well with your supervisor? Yes ____ No ____ . If No, please explain: _____

7. How well did your supervisor handle any complaints or grievances you may have had? _____

8. What could have been done to make your job here more rewarding? _____

9. What did you like best about your job? _____

10. What did you dislike about your job? _____

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11. What makes CORE a good place to work? _____

12. What makes CORE a poor place to work? _____

13. How does your new position compare with the one you are leaving? _____

14. How would you rate the following:

➤ Job responsibilities?

Outstanding Very Good Satisfactory Fair Unsatisfactory

➤ Opportunity for achieving goals?

Outstanding Very Good Satisfactory Fair Unsatisfactory

➤ Work environment?

Outstanding Very Good Satisfactory Fair Unsatisfactory

➤ Supervisor?

Outstanding Very Good Satisfactory Fair Unsatisfactory

➤ Pay?

Outstanding Very Good Satisfactory Fair Unsatisfactory

➤ Benefits?

Outstanding Very Good Satisfactory Fair Unsatisfactory

15. What recommendations would you have for making your department and/or CORE a better place to work? _____

16. Would you have stayed if a more-satisfactory arrangement could have been worked out? Yes _____ No _____ If yes, explain: _____

17. It has been explained to me that completion of this Exit Interview form is voluntary and I was given the option not to complete this form if I so desired. Yes _____ No _____

18. I authorize the placement of this Exit Interview form in my personnel file: Yes _____ No _____

Employee Signature: _____ Date: _____

Please email back to mnelson@coreoccupational.com or fax to 225-456-2300. We appreciate you taking the time to complete this form and wish the best in your future employment endeavors.