**Exit Interview Evaluation Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Date of Hire** |  | **Last Working Day** |  |
| **Supervisor’s Name** |  | **Interview Conducted By** |  |
| **Interview Date** |  |  |  |

**Section 2: Reason for Leaving**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Career Advancement | ☐ Better Salary / Benefits | ☐ Relocation | ☐ Workload / Stress |
| ☐ Conflict with Management / Colleagues | ☐ Lack of Growth Opportunities | ☐ Personal Reasons | ☐ Other: |

**Section 3: Job Experience Evaluation**

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Rating (1–5)** | **Comments** |
| Work Environment | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Relationship with Supervisor | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Relationship with Co-workers | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Communication within Department | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Opportunities for Growth | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Recognition and Appreciation | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Training and Development | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Salary and Benefits | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Work-Life Balance | ☐1 ☐2 ☐3 ☐4 ☐5 |  |

**Section 4: Open-Ended Questions**

1. What did you enjoy most about working here?
2. What did you enjoy least about your job?
3. What could the company do to improve employee retention?
4. Were your responsibilities clearly defined?
5. Would you consider returning to this organization in the future?  
   ☐ Yes ☐ No ☐ Maybe — Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Final Notes by HR/Interviewer**

|  |  |
| --- | --- |
| Summary of Interview Findings |  |
| HR Recommendations |  |
| Signature of Employee |  |
| Signature of Interviewer |  |
| Date |  |