



## EXIT INTERVIEW FORM

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Termination Date \_\_\_\_\_

**I. Reason for Termination:**

Check applicable reason(s). If more than one, circle the most important among those checked.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> To accept another position           | <input type="checkbox"/> Health         | <input type="checkbox"/> Retirement                           |
| <input type="checkbox"/> Dissatisfied with working conditions | <input type="checkbox"/> Education      | <input type="checkbox"/> Other reasons (please explain below) |
| <input type="checkbox"/> Relocation                           | <input type="checkbox"/> Family reasons |   |

**II. Check which best describes your feeling about the following aspects of your employment:**

	Very Satisfied	Satisfied	Dissatisfied
Duties of the job			
Opportunities for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefit programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training & Development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. Employee Comments:**

**Important Information:**

For information concerning your insurance coverage and other payroll deductions you may contact the Benefits Section of the Division of Human Resources at (305) 348-2530. All outside inquiries for routine information regarding active and/or terminated employees must be referred to the Division of Human Resources, University Park Campus, PC 220, Records Specialist (305) 348-3109.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*\* Please deliver form to the Division of Human Resources, Employee and Labor Relations Department, PC 236.*