

Prairie Lakes AEA
Exit Interview Form

Resigning Employee:

Date of Interview:

Location (Method) of Interview:

Time of Interview:

Interviewed By:

The purpose of this interview is twofold. First, the employee has this opportunity to explain to the agency why they are leaving. This can be the result of either positive reasons or not so positive reasons. The second purpose is to help the agency learn from the information given in this interview to improve the work climate of the agency for the future. As the interviewee, you are under no obligation to answer any of the following questions. Any answers given can be kept confidential from the standpoint that your name will not be used in the future without your permission. Information given voluntarily will be used in a group format to help inform our Board of Directors as to why people are leaving the agency. In time, it is hoped that this information will be extremely valuable to the agency.

Questions

1. Is there a primary reason why you are leaving? If so, what is it?

2. What was most enjoyable about your work with the agency?

3. What was the least enjoyable about your work with the agency?

4. Were your job duties what you generally expected?

5. Do you feel you were given enough training opportunities and adequate support to do your job? Please explain

6. Were there any policies/procedures of the agency that were an impediment to completing your job duties? If so, please elaborate.

7. What suggestions would you have to help improve our work environment?

8. At any time during your employment, did you ever feel discriminated against, harassed or subjected to a hostile work environment? If yes, please provide some details.

9. In the future, would you ever consider working for this agency again? If yes, under what conditions?

10. Please provide any additional comments you may have.

Employee Signature: _____ Date: _____

Human Resources Rep: _____ Date: _____