

Employee Name:	
Date:	
Job Title:	
Department:	
Supervisor Name:	
Employment Date:	
Resignation/Termination Date:	

Please indicate why you are leaving the company and what conditions initiated the leave:

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What is your overall opinion of our company?

Please rate the following using this scale- 1=excellent 2=good 3=fair 4=poor

Benefits	
Interest in employees	
Physical working conditions	
Pay	
Growth opportunities	
Recruiting process	
Initial training	
Ongoing training	
Morale overall	
Performance review program	
Cooperation among all employees and management	
Resources given to employees to do their jobs	
Company's concern with quality and excellent services	
Keeping employees informed	
Upholding company values	
Morale in your area	
Insurance met the needs of my family	
Recognition given to employees for a job well done	
Job posting opportunities were well communicated	
Open door policy	
HR was helpful and knowledgeable	
Equipment provided to do my job properly	
Incentive/bonus program	
The image of our company	

What did you like least about your job?

What could have been done to encourage you not to leave? Was this made known to you prior to your leaving?

Why did you originally join the company?

Would you be interested in returning to our company? Why?

Do you think our company lives up to the values that have been chosen?

If no, which value(s) did we not live up to? How can we change what we are doing to insure that we do live up to our values?

Do you have any objection to our sharing your responses with your managers?

Do you have any further suggestions that will help us improve?

***Thank you very much for completing this questionnaire.
We wish you success in your future endeavors.***