

**MCGEE -CADD CONFIDENTIAL
EMPLOYEE EXIT INTERVIEW FORM**

Date: _____

Name: _____

Location/Department: _____ Supervisor: _____

Hire Date: _____ Termination Date: _____

Starting Position: _____ Ending Position: _____

Starting Salary: _____ Ending Salary: _____

PART I: REASONS FOR LEAVING

More than one reason may be given if appropriate; if so, circle primary reason.

• **RESIGNATION**

- | | |
|--|--|
| ☐ Took another position | ☐ Dissatisfaction with salary |
| ☐ Pregnancy/home/family needs | ☐ Dissatisfaction with type of work |
| ☐ Poor health/physical disability | ☐ Dissatisfaction with supervisor |
| ☐ Relocation to another city | ☐ Dissatisfaction with co-workers |
| ☐ Travel difficulties | ☐ Dissatisfaction with working conditions |
| ☐ To attend school | ☐ Dissatisfaction with benefits |
| ☐ Other (specify) _____ | |

• **LAID OFF**

- ☐ Lack of work
☐ Abolition of position
☐ Lack of funds
☐ Other (specify) _____

RETIREMENT

- ☐ Voluntary retirement
☐ Disability retirement
☐ Regular retirement

Plans After Leaving

PART II: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

We are interested in what our employees have to say about their work experience with McGee-Cadd. Please complete this form.

1. What did you like most about your job?

2. What did you like least about your job?

3. How did you feel about the pay and benefits?

- Rate of pay for your job
- Paid holidays
- Paid vacations
- Retirement plan
- Medical coverage for self
- Medical coverage for dependents
- Life insurance
- Sick leave

Excellent	Good	Fair	Poor

4. How did you feel about the following:

- Opportunity to use your abilities
- Recognition for the work you did
- Training you received
- Your supervisor's management methods
- The opportunity to talk with your supervisor
- The information you received on policies, programs, projects and problems
- The information you received on departmental structure
- Promotion policies and practices
- Discipline policies and practices
- Job transfer policies and practices
- Overtime policies and practices
- Performance review policies and practices
- Physical working conditions

Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied

COMMENTS:

5. a) If you are taking another job, what kind of work will you be doing?

b) What has your new place of employment offered you that is more attractive than your present job?

6. Could McGee-Cadd have made any improvements that might have influenced you to stay on the job?

Other remarks (optional):

Employee's Signature

Date

RESET FORM

PRINT FORM

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

() Discussed with employee

() Right to file for unemployment benefits

() Conversion of benefits

() If retiring, state option for payment of unused leave _____

Interviewer's Signature

Date