# Exit Interview Questionnaire

**Employee’s Name:**

**Department/Unit:**

**Position Title:**

**Date Hired:**

**Termination Date:**

**Reason for Departure:**
- ☐ Resignation
- ☐ Retirement
- ☐ End of Contract
- ☐ Other Reason *(specify)*

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### Could you please rate the following aspects of your employment experience with Memorial University?

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary level and compensation practices generally</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Insurance benefits</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pension plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Opportunities for growth and advancement</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Direction received from your Supervisor/Head</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Support received from your Supervisor/Head</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Quality of training and development programs</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Relationships with co-workers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Comments:**
Physical working conditions

- Excellent
- Very Good
- Good
- Poor
- Very Poor

Comments:

Job satisfaction

- Very High
- High
- Average
- Low
- Very Low

Comments:

Overall satisfaction with Memorial as an employer

- Very High
- High
- Average
- Low
- Very Low

Comments:

Overall satisfaction with the Department I am leaving

- Very High
- High
- Average
- Low
- Very Low

Comments:

Could you please indicate what you enjoyed the most about your employment with Memorial?

Comments:

Could you please indicate what you enjoyed the least about your employment with Memorial?

Comments:

Are there any particular changes or improvements you would suggest be considered in the Department or Unit you are leaving?

Comments:

May we provide a copy of this Exit Interview Questionnaire to your Dean or Director?

- YES
- NO

If NO, Signature of Employee:

Do you have any further comments or suggestions of a general nature?

Comments:

Interview Date: ___________________________

Interviewed By: ___________________________

Interviewer’s Signature: ___________________

OPTION TO DECLINE: I have been informed that I have the option of completing a confidential exit interview with a representative of the Department of Human Resources, but I have decided I do not wish to avail of this opportunity.

Employee’s Signature: ___________________

Date: ___________________________

Exit Interview Questionnaire (Oct/2003)