

- Please use pencil or blue/black ink.
- Fill response ovals completely - do *not* use ✓s or Xs to mark choices.



Employee Exit Interview

Instructions: We ask each employee who leaves XYZ Construction Company to provide feedback about his/her employment. This information will enable us to identify where improvements should be made in various departments or programs and/or work practices. Your participation is voluntary.

Name: _____ Date: _____

PART I - Reasons for leaving XYZ Construction Company

Indicate which best describes how important each of the following reasons was in your decision to leave the organization. Please fill in ONE response for each reason.

REASONS FOR LEAVING

	Important	Neither Important nor Unimportant	Unimportant
1. Desire to pursue non-work interests	1	2	3
2. Desire to change to different type of work	1	2	3
3. Desire to earn more money	1	2	3
4. Desire to continue formal education	1	2	3
5. Desire to move to a different location	1	2	3
6. Desire to work closer to home	1	2	3
7. Desire to advance career	1	2	3
8. Desire more meaningful work	1	2	3
9. Retirement benefits	1	2	3
10. Health benefits	1	2	3
11. Leave benefits	1	2	3
12. Changes to retirement	1	2	3
13. Reorganization	1	2	3
14. Inconsistent policies	1	2	3
15. Management / employee cooperation	1	2	3
16. Organization becoming too political	1	2	3
17. Working conditions / safety	1	2	3
18. Working hours / shifts	1	2	3
19. Opportunity to participate in decisions	1	2	3
20. Red tape	1	2	3
21. Job stress	1	2	3
22. Personal health problems	1	2	3
23. Difficulties in getting adequate day care	1	2	3
24. Training	1	2	3
25. Opportunities for advancement	1	2	3
26. Promotional practices	1	2	3
27. My job was moved geographically	1	2	3
28. Management wanted to fire or demote me	1	2	3
29. Support, e.g., equipment, etc.	1	2	3
30. Recognition	1	2	3
31. Morale of work group	1	2	3
32. Relationship with supervisor	1	2	3
33. Discrimination based on sex, race, age, etc.	1	2	3
34. Lack of action in dealing with difficult employees	1	2	3
35. Excessive / extraordinary travel demands	1	2	3
36. Other: _____	1	2	3

37. Of the reasons listed above, what was your number one (1) reason for leaving? (Select ONE)

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