| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Employment Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Termination Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor/Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

What prompted you to seek alternative employment/leave this agency?

| [ ] Type of Work | [ ] Quality of Supervision |
| --- | --- |
| [ ] Compensation | [ ] Work Conditions |
| [ ] Lack of Recognition | [ ] Family Circumstances |
| [ ] Company Culture | [ ] Career Advancement Opportunity |
| [ ] Business/Product Direction | [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Before making your decision to leave, did you investigate other options that would enable you to stay? [ ] Yes [ ] No

If “Yes”, please describe.

What did you think of your supervision in regard to the following?

|  | Almost always | Some-  times | Never | Comments |
| --- | --- | --- | --- | --- |
| Demonstrated fair and equal treatment |  |  |  |  |
| Provided recognition on the job |  |  |  |  |
| Developed cooperation and teamwork |  |  |  |  |
| Encouraged/listened to suggestions |  |  |  |  |
| Resolved complaints and problems |  |  |  |  |
| Followed policies and practices |  |  |  |  |

How would you rate the following in relation to your job?

|  | Excellent | Good | Fair | Poor | Comments |
| --- | --- | --- | --- | --- | --- |
| Cooperation within your section |  |  |  |  |  |
| Cooperation with other sections |  |  |  |  |  |
| Communications in your section |  |  |  |  |  |
| Communications within the division as a whole |  |  |  |  |  |
| Communications between you and your manager |  |  |  |  |  |
| Morale in your section |  |  |  |  |  |
| Job Satisfaction |  |  |  |  |  |
| Training you received |  |  |  |  |  |
| Growth Potential |  |  |  |  |  |

Was your workload usually   
[  ] Too great

[  ] Lacked Variety

[  ] Varied, but all right   
[  ] About right   
[  ] Too light

How did you feel about your salary and the employee benefits?

|  | Excellent | Good | Fair | Poor | Comments |
| --- | --- | --- | --- | --- | --- |
| Base Salary |  |  |  |  |  |
| Medical Plan |  |  |  |  |  |
| Dental Plan |  |  |  |  |  |
| Vision Plan |  |  |  |  |  |
| Retirement Plan |  |  |  |  |  |
| Life Insurance |  |  |  |  |  |
| Paid-time-off |  |  |  |  |  |
| Other |  |  |  |  |  |

Are there any other benefits you feel should have been offered?   
[  ] Yes  [  ] No  
If "Yes", what?

Any other comments on benefits?



How frequently did you have discussions with your manager about your career goals?

How frequently did you get performance feedback?



What were your feelings about the performance review process?

What did you like most about your job and/or this agency?



What did you like least about your job and/or this agency? 

What does your new job offer that your job with this agency does not?



Why is the new job/ agency/company better?



Do you have any suggestions for improvement? If so, have you raised them in the past?



Would you recommend this agency to a friend as a place to work?   
[  ] Yes, without reservations                     [  ] Yes, with reservations   [  ] No

Additional comments about your job or this agency?

Interview Conducted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_